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JOB TITLE: **DIRECTOR OF SERVICES**
PROGRAM/LOCATION: MT. PLEASANT, MI
DATE AVAILABLE: IMMEDIATE
REPORTS TO: CHERIE JOHNSON, CEO
SCHEDULE/HOURS: MON-FRI (40 HOUR WORK WEEK)
APPLY TO: JORI COSTER, DIRECTOR OF HR

The Director of Services is responsible for the oversight of the non-employment CMH funded services across all counties served by MMI. This position oversees various programs including Applied Behavior Analysis, Community Connections, Employment Connections, and Community Living Supports. Additional responsibilities include supervision and oversight of assigned Program Specialists, assisting in budget preparation, and assuring services operate within budget. The Director of Services acts as MMI's liaison to each CMH agency that contracts with MMI. As a member of MMI's executive team, the Director of Services is responsible for maintaining standards established by CARF, MMI's various funding sources as well as other contracting and regulatory agencies. This position participates in the leadership on-call rotation and reports to the CEO.

MINIMUM QUALIFICATIONS: Bachelor's degree in human services, vocational counseling, rehabilitation, or a related field. Three years experience in rehabilitation or business administration. Two years of supervisory experience. Able to communicate effectively and professionally with management, staff, program participants, family members, funding source representatives, and the community. Must possess strong analytical and organizational skills necessary to work in a fast-paced work environment. Computer literate.

PREFERRED QUALIFICATIONS: Master's degree in human service, vocational counseling, rehabilitation, or a related field Working knowledge of a broad range of disabling conditions and treatments. Demonstrated experience in creating and expanding programs or services.

NOTE: Internal candidates should note that past performance reviews will be used in the selection process. Employees who have received disciplinary action within the past year may be excluded from the interview process at the discretion of the Human Resource Department. Employees who do not meet MMI attendance requirements will not be interviewed.

MMI RESERVES THE RIGHT TO HIRE THE MOST QUALIFIED PERSON FOR THIS JOB. POTENTIAL CANDIDATES WILL BE EVALUATED ON MINIMUM AND PREFERRED QUALIFICATIONS AS WELL AS THE ABILITY TO PERFORM DUTIES OF THE POSITION. MMI IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES.

Posted: September 3, 2020