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POSITION AVAILABLE

POSTED DATE: September 23, 2020
POSTED END DATE: Open Until Filled

JOB TITLE: **PROGRAM SPECIALIST (FULL-TIME)**
PROGRAM/LOCATION: Montcalm Counties
DATE AVAILABLE: Immediately
REPORTS TO: Aaron Sayers, Community Connections Manager
HOURS: 40 Hours per Week
APPLY TO: Jori Coster, Director of Human Resources

The Program Specialist will be responsible for supporting persons served with the development of their Person-Centered Plans and for assuring implementation of the MMI components of the plan. Duties include maintaining positive relationships with each person on the caseload, participating in the Person-Centered Plan, completing required documentation, providing direct service as needed, which may include and providing coaching at multiple sites to assure satisfactory completion of community contracts. Duties also include assisting individuals in entering MMI services through the services access process, including participating in various public relations activities to familiarize the community with MMI services. This position reports to the assigned director or manager as specified in the employment letter.

MINIMUM QUALIFICATIONS: Bachelor's degree in rehabilitation, social work, psychology, special education or related field. Completion of MMI's Coordinator Internship will be considered in lieu of degree. Six months work or volunteer experience with people with disabilities. Able to write clear person-centered plans and to train staff in implementation. Excellent organizational and analytical skills. Able to communicate effectively with persons served, staff and other members of the community. Physically able to provide assistance to persons served with lifting and transferring, and personal care. This position requires medium work as defined in the Dictionary of Occupational Titles: exerting 20-50 pounds of force occasionally and 10-25 pounds frequently. Proficient in Microsoft Office programs.

PREFERRED QUALIFICATIONS: Master's degree in a related field. Training relevant to rehabilitation, i.e., completion of Confrontation Avoidance/Gentle Teaching, First Aid, CPR, and American Sign Language. Experience in the development of training curriculum and lesson plans. Good driving record.

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.
AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES. 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.