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POSITION AVAILABLE:

Community Connections Program Manager

MMI is committed to creating inclusive communities and meaningful connections through employment and training. With this mission, we are looking for a compassionate individual with management experience to help lead our community connections and community living supports program. As the program manager in Ionia and Montcalm counties, you will offer support and leadership to employees who provide these services to our persons served. Our community connections program provides our leisure and volunteer-based program that gives the people receiving services the ability to participate in a variety of activities in and around their surrounding communities. Within this program, we also offer community living supports (CLS) services which provide the foundation needed by individuals to maintain a person's independence.

Responsibilities:

Ensure the implementation of person-centered plans.

Oversee day-to-day operation of the community connections and community living supports program.

Supervise assigned staff such as community coaches and any assigned program specialists.

Provide skill building training and conduct monthly staff training.

Coordinate curriculum and vocational training programs to maximize skills acquisition by adults with barriers to employment.

Qualifications & Skills Required:

Bachelor's degree in a Human Services Field (such as special education, social work, psychology, or rehabilitation). Substantial experience in the field may be considered in lieu of a degree.

Work or volunteer experience with persons with disabilities or other barriers to employment.

Experience in developing and implementing person centered plans.

A minimum of two years of experience in supervision of staff.

Must be able to communicate effectively with management, staff, persons receiving service and other customers.

Excellent organizational and analytical skills.

Computer literacy with competent use of Microsoft Office programs such as Word and Excel.

Professional demeanor with ability to oversee a team of employees.

Comfortable with community collaboration and ability to build community relationships.

Position Details:

Pay: Starting at \$36,000 annually, based on experience and qualifications

Hours: Subject to flexibility to meet the needs of the person served, but typically Monday - Friday day shift.

Location: Main office is located in Sidney, but flexibility is required within Montcalm & Ionia Counties.

Benefits: After introductory period completion, fulltime employees are eligible for benefits including generous paid time off, medical insurance, vision and dental insurance. PTO is in addition to our 12 paid holidays including the week between Christmas and New Year!

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.