



2426 Parkway Drive
Mt. Pleasant, MI. 48858
Phone: 989-773-6918
Email: hr@mmionline.com

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 passionate individual with management experience to help lead our community connections and community living supports program. As the program manager for Clare County, you will offer support and leadership to employees who provide services to our persons served. Our community connections program provides leisure and volunteer-based activities that give the people receiving services the opportunity 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.

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 1 year 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.

Preferred Qualifications:

Master's degree in a field closely related to the goals of rehabilitation.

Experience and/or education in the development of training curricula; teaching small groups of special needs individuals; lesson plan development; and classroom organization.

Completion of relevant Department of Community Health training modules.

First Aid/CPR certification.

Knowledge of MMI procedures, CARF standards, DCH and CMH guidelines. Work or volunteer experience within a rehabilitation facility.

Work or volunteer experience within a rehabilitation facility.

Position Details:

Pay: Starting at \$41,000 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 Clare, but occasional meetings at our cooperate office in Mt. Pleasant occur.

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.