



## MRC Job Posting

**POSTING DATE:** January 5, 2016

**JOB TITLE:** Program Coordinator – McKercher

**JOB ORDER:** 081

**HOURS:** Full-time, 40 hours/week

**REPORTS TO:** Program Coordination Unit Manager

**JOB FUNCTIONS:** Provides program management for assigned persons served. Maintains documentation and assures communication occurs between MRC staff, persons served, home care providers and community members. Creates, maintains and reviews case records and makes program recommendations.

**DUTIES:**

- Provide program management for assigned persons served, maintaining required charting and documentation in a timely and thorough manner.
- Assure that positive and supportive communication occurs between MRC, persons served and home care providers and community members.
- Assist with preparation for and necessary follow-up for CARF, NISH and QMR audits.
- Serve as additional staff in units upon request, including assistance with personal care as needed.
- Perform regular reviews of the active case records; ensuring the record contains all of the current information.
- Create and maintain all case records monthly, ensuring they are organized in a neat, consistent manner 3 times a year so that information can be found quickly and easily. Purge files as needed.
- Assure the rights of individuals served are protected in accordance with the Michigan Mental Health code and agency policy.
- Completion of Incident Reports in accordance with agency policy.
- Assure program plans are in-serviced and implemented as written.
- Provide support to direct care staff to assure consumer needs are met.
- Provide Training to all program staff on documentation best practices.
- Ensure all individuals served have authorizations for services provided. Appeal services denied by funding sources.
- Serve as liaison between funding sources and MRC, ensuring proper documentation is being shared and on file.
- Validate service codes and fees for services being provided to individuals.
- Coordinate with Michigan Rehabilitation Services authorization and payment for Community Employment job development, job placement, and job coaching.
- Provide back-up for other Program Coordinators job duties.
- Collect, input into computer database, and report on assigned data including, but not limited to consumer demographics, plans of service, attendance, unit records, and program evaluations.
- Complete reviews for assigned consumer's satisfaction with services provided.

- Connect and provide outside referral information to individuals and their families who request or need additional services for which MRC does not provide.

*Finance and authorization specialist duties*

- Monitor all consumer authorizations that are already in place to ensure that they are current and have been reviewed for proper number of units.
- Collaborate with supports coordinators and other agencies to ensure proper units are in place for each consumer.
- Appeal all denied authorization claims for services provided that have not been properly paid for services provided.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Perform other duties as assigned by the Program Coordination Unit Manager.

*Minimum Qualifications:*

- Bachelor's degree in human service field with one year experience or Associate's degree with 3 years' experience or 5 years' experience working with individuals with developmental disabilities and/or mental illness.
- Prior experience with consumer records management and data collection preferred.
- Prior experience with Individual Plans of Service and Behavior Treatment plans preferred.
- Ability to clearly communicate and resolve business issues, handling situations in a diplomatic manner. Resolve sensitive problems while maintaining trust and diplomacy.
- Ability to successfully complete all direct care staff trainings.
- Oral and written communication skills sufficient to discuss and write clinical service plans, goals, objectives, and interventions. Must be proficient in recording daily and weekly progress of assigned consumers.
- Ability to handle multiple tasks simultaneously and work with interruptions.
- Acceptable driving record, valid Michigan driver's license and availability of licensed, insured vehicle for use on the job required.
- Working knowledge of PC software (MS Office, Word, Excel, Access, Internet)
- Prior experience working with quality control, ensuring a product or service is consistent with expectations or established procedures preferred.

**PHYSICAL REQUIREMENTS:**

- Ability to lift and carry up to 25 pounds
- Ability to tolerate prolonged standing and walking
- Travel in the community
- Ability to work flexible hours to include occasional evenings

**PAY RANGE: \$12.00 - \$17.40/hour + full benefit package**

**TO APPLY:** Apply online via the Employment Opportunities Page at [www.mrcindustries.org](http://www.mrcindustries.org)

**DEADLINE:** Friday, January 22, 2016 at 5:00pm.