



Supports Coordinator Assistant

Do you have a passion for working with adults with intellectual developmental disabilities? If so, we have an exciting opportunity for you to work as a **Supports Coordinator Assistant!**

What You Will Be Doing

As a **Supports Coordinator Assistant** you will be providing support to a team of Supports Coordinators. As part of this team, you will be responsible for advocacy and coordination of services to enable individuals to be served in their least restrictive setting. You will be completing assessments, linking the individuals to services/community resources, providing active clinical monitoring, and documenting the services provided.

What We Require

High school diploma or GED with 3 years' experience in human services or mental health setting working with adults with intellectual developmental disabilities. Our preference is a bachelor's degree in a human service field with one-year experience in human services or mental health setting working with adults with intellectual developmental disabilities. Also required are a valid Michigan driver's license, the availability of a vehicle, experience with Microsoft applications, and excellent writing skills.

Who We Are

Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) has been delivering quality services and programs to improve the lives of those we serve for over 30 years. KCMHSAS works with youth, families, and adults with mental illnesses, intellectual and developmental disabilities, and substance use disorders to help them succeed. We provide welcoming and diverse community partnerships which collaborate and share resources to support individuals and families to be successful and achieve their goals.

Why Work For KCMHSAS

Because we make a difference in the lives of the individuals we serve in the Kalamazoo community every day. You will have the opportunity to work with amazing co-workers in an environment that values diversity, inclusion, work/life balance and encourages ongoing education for professional development.

We also offer competitive compensation and benefits with some of the best retirement plans in southwest Michigan. You will also enjoy 10 paid holidays, 17 days of PTO and the opportunity to earn additional PTO hours for participating in our wellness program!

Come Join Us!

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply. KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. KCMHSAS fomenta la diversidad y la inclusión.

We look forward to meeting you! Please apply online at www.kazoomh.org/careers

Physical Requirements / Working

Conditions:

Physical Efforts – Job demands include prolonged sitting and standing as appropriate. May occasionally require light lifting to 25 pounds, stooping, kneeling, crouching, or bending as appropriate. Requires coordination of hands and/or eye/hand/foot.

Working Conditions – Office environment with noise from computers, copy machine, and telephones. Use of computer screen for periods in excess of 30 minutes at a time. Possible eyestrain from extended periods of viewing computer screen. May be exposed to bloodborne pathogens, infectious diseases, and parasites. Travel throughout the Kalamazoo area is required.