



## **Supervisor, Individual Placement and Supports (IPS) Team**

Full Time, Day Shift

Minimum Starting Salary: \$50,440 / Commensurate with experience

**Do you have a passion for empowering individuals receiving behavioral health services to improve their overall quality of life? Would you like to be a valuable member of a diversity-driven, mission-minded team that impacts our community?** If so, we have an exciting opportunity for you to work as a **Supervisor with our Individual Placement and Supports (IPS) team.**

### **What You Will Be Doing**

Working as a **Supervisor** with our **Individual Placement and Supports (IPS)** team you will be responsible for supervising the implementation of the IPS model and supporting staff as they assist job seekers in obtaining and maintaining competitive integrated employment. You will be providing supervision of assigned staff, including hiring, training, monitoring, evaluating, and disciplining. You will be responsible for assuring the operation of an effective, recovery focused IPS program that meets fidelity standards. You will help to develop community work sites through networking and relationship building. **You will coordinate and supervise the completion of annual paperwork** including annual assessments, Individual Plans of Service (IPOS), periodic reviews, transfers, and discharge summaries. You will assist clients by linking them to resources and assisting with problem solving as needed. You will ensure quality assurance and utilization management functions are completed including reviewing and ensuring that paper documentation is completed in a prompt manner and meets Medicaid, CARF, and program standards. *This is a grant funded position, with funding currently approved through 09/30/2024.*

### **What We Require**

This position requires a **Bachelor's Degree in human services and two years' experience** working in behavioral healthcare in a variety of settings. Preferred two years of experience supervising staff and providing general administrative oversight in a professional setting and at least 1 year providing case management in a behavioral healthcare setting. Advanced computer skills including word processing, spreadsheets, database management, and email. Ability to work a flexible schedule. A valid Michigan Motor Vehicle Operator's license is required to travel to appointments in the community.

### **Who We Are**

Integrated Services of Kalamazoo (ISK), formally Kalamazoo Community Mental Health, has been delivering quality services and programs to improve the lives of those we serve for over 30 years. We support youth, families, and adults with mental illnesses, serious emotional disturbance, intellectual and developmental disabilities, and substance use disorders to help them succeed, and build resiliency skills. We provide welcoming and diverse community partnerships which collaborate and share resources to support individuals and encourage families to be successful and achieve their goals in a trauma-informed

environment.

### **Why Work For ISK**

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 a competitive compensation and benefits package, with some of the **best retirement plans** in southwest Michigan including a **6.2% retirement match** and **pension plan!** You will also enjoy **12 paid holidays, 23 days of PTO** and the opportunity to earn additional PTO hours for participating in our **wellness program!** Kalamazoo is the home of the **Kalamazoo Promise!**

### **Come Join Us!**

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

**We look forward to meeting you!** Apply online at [www.iskzoo.org/careers](http://www.iskzoo.org/careers)

**Physical Requirements/Working Conditions: Physical Efforts** – Job demands include prolonged sitting and standing as appropriate. May occasionally require light lifting up 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 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.