



## **POSITION POSTING**

<b>JOB TITLE:</b>	Program Coordination Unit Manager – McKercher
<b>REPORTS TO:</b>	Program Director – McKercher
<b>DEPARTMENT:</b>	McKercher
<b>POSITIONS SUPERVISED:</b>	Program Coordinators, Art Instructor II, and Art Instructor I
<b>STATUS:</b>	Full-time, Exempt
<b>POSTING DATE:</b>	May 10, 2016
<b>POSTING NUMBER:</b>	<b>091</b>

### **Summary of Responsibilities:**

The Program Coordination Unit Manager is responsible for the oversight and leadership of all PC staff who maintain documentation and assures communication occurs between MRC staff, persons served, home care providers and community members. Direct oversight of the Artworks staff including the Art Instructor II and I positions. Provides oversight of all program duties that are housed in the artWorks program. Creates, maintains, reviews and provides direct oversight for case records and makes program recommendations.

### **Essential Duties and Responsibilities:**

- Provide program management for assigned consumers, maintaining required charting and documentation in a timely and thorough manner.
- Provide and ensure that positive and supportive communication occurs between MRC, persons served, and home care providers and community members.
- Make recommendations for hire. Orient, train, and develop staff for positions under supervision. Develop and/or assist with updating job descriptions and perform regular staff evaluations. Provide leadership and direction to assigned staff. Assign responsibility and exact accountability for results.
- Ensure that work is carried out in accordance with all applicable CARF, MDHS, Medicaid, DOL, OSHA, ADA, and other local, state and federal regulations and MRC policies and procedures. Provide necessary oversight for the preparation of all applicable audits.
- Inform the Program Director of staff concerns, problems, issues, and failure to obtain results and take corrective action in consultation with the Program Director as appropriate.
- Act as a consumer advocate, providing leadership to assure that MRC consumers are moving toward community employment. Make recommendations for program development.
- Participate in meetings as assigned by Program Director.
- Coordinate, monitor and perform regular clinical file reviews of 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 three times a year so that information can be found quickly and easily. Purge files as needed.
- Ensure the rights of individuals served are protected in accordance with the Michigan Mental Health Code and agency policy. Ensure all necessary Incident Reports are completed accordance with agency policy.

- Ensure program plans are in-serviced and implemented as written.
- Provide support to direct care staff to assure consumer needs are met.
- Coordinate and ensure proper clinical training for program staff on documentation best practices occurs on a regular basis.
- Provide oversight and ensure that all individuals served have proper authorizations in place for services provided. Monitor appeal process to ensure that it occurs when services have been denied by funding sources.
- Serve as liaison between funding sources and MRC, ensuring proper documentation is being shared and on file.
- Monitor and ensure that Michigan Rehabilitation Services authorizations and payment for Community Employment job development, job placement, and job coaching is consistently being completed by staff assigned.
- Conduct intake assessments and consumer tours on referred consumers in a timely manner.
- Ensure Program Management Assignment sheet is completed as needed.
- Connect and provide outside referral information to individuals and their families who request or need additional services which MRC does not provide.
- Ensure all necessary program and clinical data is tracked, collected, and reported to appropriate sources in a timely manner.
- Provide in-service to all program staff on new individuals to McKercher services and/or changes to individuals behavior treatment plans and intake meetings.
- Provide program intake meetings for all unit managers to ensure communication of services are discussed with all staff regarding new consumers coming into the program.
- Provide direct follow-up after 30 days for each case closure.
- Complete reviews for assigned consumers and identify and make program recommendations based on identified needs.
- Provide oversight on monthly staffing schedules to ensure periodic reviews are being completed in a timely manner.
- Coordinate and put on annual McKercher fall Showcase with the collaboration of other unit managers and Program Director.
- Ensure that the McKercher program consumer handbook is regularly updated at least every six months or as needed.
- Ensure that exit discharge summaries are completed upon case closure and that all consumer cases are completed, closed out and collaboration occurs with appropriate service providers after the consumer has left the program.
- Ensure proper staff to consumer ratio coverage occurs for services at the artWorks Program.
- Provide coordination and attend all scheduled monthly MRC Art Hop events.
- Provide oversight for the monthly artWorks stipends and supply budget in collaboration with the Program Director.
- Ensure art studio is organized, clean and meets the necessary safety standards for all state and local auditing agencies.

#### **Non-Essential Duties and Responsibilities**

- Perform other duties as assigned by Program Director
- Assist the Program Director and CEO with long-range planning and goal setting for MRC Industries, Inc. and work toward the achievement of overall agency goals.

#### **Minimum Qualifications:**

- Minimum of a Bachelor's Degree in a human services field plus 2 years related experience providing services to individuals with disabilities or combination of 5 years of equivalent experience and education.
- Prior experience with consumer records management and data collection.
- Prior experience with Individual Plans of Service and Behavior Treatment plans.
- One year supervisory experience strongly preferred.
- Prior art experience and/or education preferred.

- Excellent leadership, interpersonal, problem solving, planning and organizational skills. Must have the ability to prioritize and meet deadlines.
- Ability to successfully complete all required 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
- Computer skills and knowledge of Microsoft Office products preferred.
- Valid Michigan driver's license, good driving record required and the availability of licensed, insured vehicle for use on the job.
- Criminal records, driving and recipient rights screening required.
- Prior experience with quality control, ensuring a product or service is consistent with expectations or established procedures preferred
- Prior experience with reporting tools 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.

**SALARY RANGE: \$27,373 - \$41,080 per year**

**TO APPLY:** Please apply online at <http://www.mrcindustreis.org>

**DEADLINE:** Tuesday, May 24, 2016, 5:00 P.M.