



## **WHO WE ARE:**

**Spectrum Community Services** provides peer support to persons who deal with mental, physical, emotional and/or behavioral challenges. We are so much more than just a job!

## **WHAT WE DO:**

SCS provides in home care of the individuals we serve. Each of our individuals has a Person Centered Plan (PCP) or Individual Plan of Service (IPOS). These plans are made with the individual, their doctors and CMH to help them achieve success in daily living. A process for planning and supporting the individual receiving services that builds upon the individual's capacity to engage in activities that promote community life and that honors the individual's preferences, choices, and abilities.

We assist with Medication regimes, activities of daily living (ADL)- (exercise, healthy choices, doctor appointments, meal preparation, shopping for necessities, going on outings, hygiene, personal care.) Maintaining a safe and healthy living environment for individuals we serve. We want to be able to provide them with as normal a life as possible.

## **BENEFITS:**

Flexible Schedules, paid training, paid vacation, monthly bonuses, Retirement plan, Medical, Dental, Vision and Life Insurance

## COMPENSATION & JOB DESCRIPTIONS:

### **Direct Support Professional \$14 PER HOUR**

Provide support in all areas of daily living as needed by individual. Support individuals in obtaining the goals (s)he have envisioned and outlined in their Person Centered Plan. Enhance individual participation and involvement in his/her community. This may include driving/transportation. Where assistance is requested/required, support individuals in making choices, advocate for him/her in areas of needs and wants. Assist individual in developing new relationships and supporting existing relationships. Interacts and communicates in a manner that is respectful toward all individuals. Creates environment and conducts activities in a manner that ensures health and safety of individuals. Develops and uses effective communication with each individual using a style suited to the individual.

### **Activity Lead/Med Lead \$15.50 PER HOUR**

**MED LEAD-** Coordinates and communicates with the support team to maintain, promote and monitor individuals' health and wellness. Coordinates all medical and dental appointments and aftercare. Communicates all health-related information to all members of the support team. Reviews health care progress data and reports on outcomes toward goal areas. Supports culturally competent

recovery-based practices and person centered planning as a shared decision making process.

**ACTIVITY LEAD-** Coordinates activities for Individuals in their home and community. Plans specific activities to support individuals in reaching their personal growth goals. Communicates and coordinates all issues/information related to these activities. Reviews progress data and reports on outcomes toward goal areas.

**Both Positions Require: One year experience working with people with disabilities.**

#### **Team Lead \$16 PER HOUR**

Support people with disabilities within the consumers home both by example as as outlined in each individuals Person Centered Plan. Creates positive and supportive teamwork atmosphere within the home, where all members contribute and are valued. Provides leadership, support & direction to the team and consumers we serve. Leads and promotes the smooth operation of the Consumers home & environment, staff related issues. Promote and Monitors Individuals health and wellness.

**Requires: One year experience working with people with disabilities.**

#### **Program Manager from \$40,000 per year**

Teaches Direct Support Staff how to support people with disabilities, both by example and as outlined in each individual's Person Centered Plan. Creates positive and supportive teamwork atmosphere within the home, where all members contribute and are valued. Provides leadership to the team and to individual staff, providing support and direction to staff. Manages and promotes the smooth operation of the home, including maintenance, safe environment, budget, staff-related issues and vehicle-related issues. Identifies opportunities for improvement and actively participates in their implementation. Meets or exceeds program quality standards and identifies and acts on areas for improvement. Supports culturally competent recovery-based practices and person centered planning as a shared decision making process

**Requires: One year experience working with people with disabilities.**

#### **Quality Coordinator \$42,000 per year**

Role models and trains Program Managers and Direct Support Staff in all areas of Person Centered Planning, both in philosophy and specific implementation. Closely mentors and supports Program Managers in effective leadership skill building. Using a collaborative teamwork model, participates in planning for the future as part of the leadership team. Collaboratively with peers, develops simple, efficient and effective procedures to assist the organization and its staff in completing all its required and necessary function. Identifies opportunities for improvement and actively participates in their implementation. Applies principles of CQI to all services and processes. Supports culturally competent recovery-based practices and person centered planning as a shared decision making process.

**REQUIRES: Minimum of three (3) years of previous supervisory experience in residential programs or comparable management experience.**

**Please apply online at <https://www.spectrumhuman.org/> , INDEED or <https://www.facebook.com/spectrumcommunityservicesnwro>**

**Open Interviews are Tuesdays and Thursdays 10am-3pm @Spectrum Community Services 332 1st St Ste 105, Manistee**

**Open Interviews on Fridays 8am-12pm @BOOKMARK 201 S Rath Ave, Ludington**