



Summit Pointe®

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E M P L O Y M E N T O P P O R T U N I T I E S

Summit Pointe is an Equal Opportunity/Affirmative Action Employer

POSTING DATE: 06/27/10 REMOVAL DATE: Extension - 7/23/10

Reasonable Accommodations: It is the policy of Summit Pointe to provide reasonable accommodation for otherwise qualified employees with disabilities and applicants for employment. A copy of the Summit Pointe EEO procedures related to Qualified Individuals with Disabilities and Veterans is available upon request.

Position: Client Services Coordinator Salary Range: Contractual

Key Responsibilities and Accountabilities:

Key responsibilities for Client Services Coordinators are those identified in the Medicaid Manual as Targeted Case Management and Supports Coordination. The role of case management is aimed at assisting customers to design and implement strategies for obtaining services and supports that are goal-oriented and individualized. Services include assessment, planning, linkages, advocacy, coordination and monitoring to assist customers in gaining access to needed health and dental services, financial assistance, housing, employment, education, social services, and other services and natural supports developed through the person-centered planning process. Services shall be in a responsive, coordinated, effective and efficient manner focusing on process and outcomes. Maintains record compliance within agency requirements and standards utilizing electronic/hard copy record formats. Shall ensure compliance and participation with competency improvement activities including, but not limited to credentialing, continuing education, and professional improvement activities.

Qualifications and Capabilities:

- Certification in the State of Michigan as a Licensed Bachelor's Level or Master's Level Social Worker (LBSW/LMSW) preferred; or Master's Degree in psychology or other related field with Licensure in the State of Michigan as a Limited Licensed Psychologist (LLP/TLLP under supervision) or Licensed Professional Counselor (LPC or LLPC under supervision).
- Two years of experience in behavioral health care settings as a practicing licensed professional.
- Must meet Qualified Mental Health Professional and/or Qualified Mental Retardation Professional requirements.
- One year of computer experience.

To Apply:

All applicants must submit an individual employment application and resume for this position to the Human Resources Office or via mail by the posting deadline. Applications received after the deadline may not be considered for this employment opportunity.

Employment offers may be contingent upon the results of a Michigan State Police check/fingerprinting, drug screen, and acceptable Michigan driving record. TB Tests are required within two (2) weeks of hire. Some positions require verification of an acceptable Michigan driving record.

making life work.