



Independent Living Program Coordinator

updated September 2020

ABOUT ON MY OWN OF MICHIGAN

On My Own of Michigan is a nonprofit organization located in Troy, Michigan. Our work is to support adults with mild developmental disabilities as they build and maintain a life of independence.

ABOUT THE POSITION

Our full-time Independent Living Program Coordinators provide one-on-one support to a caseload of approximately 13 members living independently. This support is designed to help members grow their independence. Full-time Independent Living Program Coordinators will work at least 40 hours per week and while the schedule has some flexibility, occasional weekend and evening hours are necessary.

DUTIES AND RESPONSIBILITIES

- Provide timely and member-directed support coordination services to caseload. Services include but are not limited to:
 - completing member assessments and individualized plans for service
 - proactively assisting members with goal identification and attainment
 - coordinating member supports internally and externally
 - offering general and emergency support as needed
- Provide timely and member-directed direct care services to a portion of caseload. Services include but are not limited to:
 - grocery shopping guidance and cooking demonstrations
 - transportation to critical medical appointments
 - developing and keeping weekly schedules
 - budgeting and managing finances
 - maintaining apartment cleanliness
 - observing personal hygiene
- Ensure timely, accurate and professional communication with member families and guardians, when appropriately aligned with member confidentiality
- Ensure timely and accurate documentation is completed
- Assist with member workshops, activities and trips
- Other duties as assigned

QUALIFICATIONS

Knowledge, Skills and Abilities

- A bachelor's degree in social work or other human service field
- At least one year of direct experience working with individuals with developmental disabilities
- Strong interest in and commitment to assisting adults with developmental disabilities achieve independence
- Comfort working with a diverse population with a variety of backgrounds, abilities and lived experiences
- Demonstrated ability to manage and protect confidential information
- Strong written and oral communication skills, with a keen attention to detail
- Demonstrated time management and problem-solving skills
- Proficiency with Microsoft Office

Driving Record Requirements

- Clean driving record and evidence of insurability
- Ability to safely operate a multi-passenger vehicle

Benefits to Look Forward to

- A starting salary of \$31,200 – 33,280, with opportunities for annual increases in accordance with your job performance and OMO's budget availability
- Generous paid leave programs including:
 - up to 240 hours of paid time off at the beginning of each fiscal year (prorated in year one according to your start date)
 - up to 80 hours of additional paid time off for the birth or adoption of a child
 - up to 40 hours of additional paid time off for the death of an immediate family member
 - up to 240 hours of additional paid time off for a sabbatical for high-performing staff who have been employed at OMO for at least 7 years
- Generous health and wellness benefits (paid primarily by our organization) including:
 - Medical
 - Vision
 - Dental
 - Short-term disability insurance
 - Life insurance
 - Workers' compensation coverage
- Participating in free fun activities with your co-workers each quarter
- Being part of a safe, inclusive culture with a supportive team behind you
- Joining a CARF accredited organization that prides itself on excellence and continuous improvement

To Apply

If you're interested in being considered for our Independent Living Program Coordinator role, please send an email with subject line: Independent Living Program Coordinator position to Rachel Newbill, Independent Living Program Manager, at rachel@onmyownofmi.org. Please include a cover letter and resume.