



OPEN POSITION

Submitted by Human Resources

Position/Title: Personal Assistant/Community Living Support

Employment Type: Full Time Regular and Contractual

Program Name: Developmental Disabilities

Location: Southgate, MI

Union Status: FTR-Clinical Bargaining Unit; Contractual-Nonunion

Qualifications:

Must possess a high school diploma or equivalent and a valid driver's license in good standing. The Personal Assistant / Community Living Support must also possess excellent oral and written communication skills as well as have the capacity to serve in diverse environments. Group experience and home-based service experience are preferred. Must also have FIA and Police clearance. Additional requirements include: a nonjudgmental approach that reflects cultural competency and sensitivity to the unique needs and diverse experiences of individual families, the ability to engage and maintain clinical relationships with families, the ability to develop collaborative relationships with other providers, effective interpersonal communication skills, the ability to assess and intervene within complex family and community systems, and a willingness to be flexible, patient and creative. The Personal Assistant / Community Living Support will provide direct care services to consumers in their home and community. They will assist clinical staff and complete the implementation of the individual treatment plans. Regular working hours are to be determined based on the needs of the consumers and of the programs. The number of scheduled working hours per week will be between 10 and 40.

Applications for the above position(s) will be accepted until 5:00 p.m. (EST) on:

Notice of interest along with an updated resume should be submitted to:

Melanie Stack, Human Resources Specialist

Questions regarding the above position(s) may be directed to:

Jean Herbison, Director of Developmental Disabilities

CC: Yolanda Thomas-Robinson and Cheri King