



Community Mental Health Services

of Livingston County

LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH IS RECRUITING FOR THE POSITION OF: Supports Coordinator Assistant (part time/ temp) – 6 positions

DATED: 3/5/08

SALARY RANGE: \$13.76 per hour

APPLICATION DEADLINE: Until filled

GENERAL STATEMENT OF DUTIES: 6 Part time temp positions – 20 hours per week to provide assistance to treatment teams serving children and adults with mental illness, emotional disturbances and / or developmental disabilities. Under the direction of the team, will complete the person centered planning process with consumers and will monitor the plans and provide ongoing support coordination services.

EXPERIENCE: Preferred candidates will have 2 years experience working with children and adults with mental illness, emotional disturbances and / or developmental disabilities, and have familiarity with the person centered planning process.

REQUIREMENTS: Possession of a high school diploma. Must be at least 18 years of age. Valid MI driver's license. Must have good documentation skills and an ability to use the computer. Must have good interpersonal and organizational skills.

INTERESTED APPLICANTS MAY SEND COVER LETTER & RESUME TO:

Human Resources

Livingston County Community Mental Health Services

2280 East Grand River

Howell, MI 48843

An Equal Opportunity Employer

2280 East Grand River, Howell, MI 48843
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