

INTERNAL/EXTERNAL POSTING



ONE POSITION OPENING

Home-Based Assistant/Case Manager/Wraparound Coordinator

Children's Services Division

[PERSONAL INDEPENDENCE CENTER]

VACANT POSITION AVAILABLE: **Home-Based Assistant / Case Manager/ Wraparound Coordinator**

MINIMUM REQUIREMENTS: Minimum of Bachelor's Degree in a human service field required (full or limited Michigan licensure as a Bachelor's Social Worker preferred). Experience working with emotionally disturbed minors and their families is desirable. Ability to communicate effectively with other staff, foster care providers, individuals served and their families, as well as other members of the community. Ability to write and speak effectively. Valid driver's license and automobile insurance are required.

MAJOR RESPONSIBILITIES: Responsibilities involve the assistance with direct provision, referral, and coordination of medically necessary care for individuals and their families requiring children's services. Coordinates services with community resources. Provides supports and assistance with activities as specified in the individual plan of service. Maintains the clinical record in accordance with prevailing agency guidelines and those stipulated by relevant governing and accrediting bodies. Assists with conducting discharge and after care planning. Serves as a paraprofessional of the Intensive Crisis Stabilization Team providing support and assistance to the Master's Level Clinicians. Serves as the Wraparound Coordinator. Demonstrates knowledge of and actively supports culturally competent, recovery-based practices.

POSITION TYPE: Full Time; Hourly

RATE OF PAY: \$21.47 - \$25.45 per hour – No Licensure
\$22.50 - \$29.95 per hour – Licensure

\$2,000.00 sign-on bonus available (If eligible, first payment at 6 months; second payment at 12 months)

IF INTERESTED: Submit resume and letter of application to: Human Resources Supervisor, C/O: Tuscola Behavioral Health Systems, 323 N. State St., Caro, Michigan 48723; www.tbhsonline.com; EOE

APPLICATION DEADLINE: Open until filled.

POSTING DATE: November 18, 2025