



## OPPORTUNITY

**Job Title:** SELF-DETERMINATION SERVICES BROKER

**LEVEL 13 Non-Exempt**

**Job Summary:** The Self-Determination Services (SDS) Broker is responsible for educating and supporting individuals served by Community Living Services, and providing training and resources for families, Support Coordinators, Independent Support Coordinators, service providers, and other internal/external stakeholders on the Principles of Self-Determination. Facilitates the practical application of these principles in the context of self-directed supports in mental health service programs. This position serves as the liaison for all Self-Determination stakeholders and will be focused on advancing Self-Determination, increasing personal empowerment and control in the lives of individuals supported, and making the self-direction process less intimidating for individuals and their families/support circles. It is a direct service role that falls under the umbrella of Medicaid funded Support Coordination.

**Reporting Relationship:** Reports to the Director of Community Supports

**Responsibilities:** Provides education and guidance on the principles of self-determination (SD) to internal/external stakeholders; Provides direct Medicaid funded services aimed at helping people served to acquire and develop skills necessary to self-direct; Facilitates self-directed support (SDS) arrangements by explaining the self-directed budget process, employer responsibilities, related agreements/documents, and the roles of the Financial Management Service (FMS) Agency, Detroit Wayne Integrated Network (DWIHN), and Agency with Choice; Provide suggestions and advice about self-directed service options; Alerts individual to self-directed service options/spending plans that require prior authorization or approval from DWIHN before implementation; Acts as an advocate to get approval for the self-directed spending plan and budget; Assists person to obtain other benefits and community resources not otherwise covered by the Supports Coordinator (SC)/Independent Supports Coordinator (ISC), SC assistant, and/or other support brokers; Acts as a liaison between the individual and the FMS agency, Agency with Choice, DWIHN, and other stakeholders related to SDS arrangements; Helps evaluate risks and make sure urgent needs are met by assisting the person to develop back up plans; Helps person to recruit workers and/or provide suggestions and advice about managing workers; Provides supports for individuals related to employee management activities; Advocates for any information, training, or assistance the individual needs or desires from their FMS agency, Support Coordinator, or DWIHN as the SDS Administrator; Assists the individual with Medicaid documentation requirements and Electronic Visit Verification System (EVV) when it starts in Michigan; Verifies that all required signatures are on the self-directed documents/agreements; Sends and tracks the flow of self-directed agreements/documents when sent to DWIHN for signature and received from DWIHN with required signature(s); Sends and tracks the flow of fully signed self-directed agreements/documents and emails a copy to the designated FMS agency, Agency with Choice, and SC/ISC. Also, ensures that the individual/legal representative is mailed a copy and that a copy is uploaded into the electronic record (Arrow); Tracks/receives/verifies receipt of SD budgets from DWIHN and forwards a copy to the SC/ISC to obtain needed signature. Once signed and returned, uploads a copy into Arrow and MH-WIN; Troubleshoots issues with SD authorizations and collaborates with SCs/ISCs, FMS Agencies, and Agencies with Choice for resolution; Assists people in selecting an ISC should they chose to self-direct this service; Assists with completing SD budgets for individuals who only self-direct ISC services; Completes Individual Plan of Service addendums and IPOS Reviews as warranted by the needs and preferences of the people served; Completes SDS Support Broker progress notes in a timely manner to document the services provided to the person in accordance with their IPOS; Assists with administrative functions as needed to assist the department and CLS as a whole; Assists with communication with provider network; Coordinates meetings for Department and ISC providers; Assist with tracking information needed for ISC provider; Assists with data collection and organization for department; Assists with obtaining signatures on documents; Other duties as assigned by the Director of Community Supports.

**Qualifications:** Minimum high school education and one year experience working with individuals with intellectual and/or developmental disabilities. Must demonstrate competency in identified areas of responsibility with ability to work collaboratively, under the guidance and oversight of the Supports Coordinator, to ensure timely delivery and documentation of services authorized in the Individual Plan of Service.

**Special Knowledge:** Ability to work independently and to prioritize responsibilities to meet work, timeliness, and productivity expectations. Demonstrated computer skills and the willingness/ability to learn and apply new processes. The Ability to represent the Department and the Agency in a positive manner and maintain favorable relations with internal and external stakeholders. Ability to communicate effectively with others, both verbally and in writing. Must have adequate computer and typing skills. Must maintain strict confidentiality of information. Attend required trainings both on and off site. Knowledge of Word, Excel, and Outlook programs. Equivalent combination of education and experience which could provide the required knowledge, skills, and abilities listed. Knowledge of or ability to learn and advance the principles and mechanics of Self-Directive Services

**Travel Requirement:** Periodic scheduled and non-scheduled travel is required in executing essential duties and responsibilities of this position. Employees must provide their own transportation. Maintenance of a valid driver's license, an acceptable driving record, and vehicle registration and insurance in compliance with State of Michigan requirements are all continuing conditions of employment. If driving a vehicle other than the one listed on file with the Human Resources Department, employee is responsible for ensuring the vehicle is registered, insured, and meets all other State of Michigan motor vehicle requirements and providing documentation as requested.

CLS policy restricts the use of an alternate driver without the express, prior written authorization of the Human Resources Director. A review of such request will be based on evaluation of HIPAA compliance issues, work restrictions and other relevant factors.

**Training:** On the job training will be provided. Must complete mandatory training requirements on an annual basis.

**Submit Resumes to: Community Living Services, Inc. – Human Resources Department  
35425 W. Michigan Ave. Wayne, Michigan 48184**

**Fax Resumes to: (734) 467-7636 or Email: [rwroblewski@comlivserv.com](mailto:rwroblewski@comlivserv.com)**

**Posting Closing Date: Thursday, July 21, 2022**

**For more information about Community Living Services, Inc., please visit our website at:  
[www.comlivserv.com](http://www.comlivserv.com)**