



**OPPORTUNITY**

**Job Title:**

**PERSONAL AGENT POSITIONS  
SALARY: \$34,550 ANNUAL**

**Exempt, Level 14**

**Job Summary:** The Personal Agent serves as the primary advocate within the system for the people s/he supports. S/he works within the system and the community to ensure the people s/he supports has maximum access to and use of the resources available. The Personal Agent focuses efforts on connecting the people supported to networks of family, friends, and meaningful relationships, and develops strategies to coordinate the individual's personal resources with entitlements and special programs to provide economic and social place in the community. The Personal Agent provides these services while adhering to Person Centered Planning and Self-Determination principles, the Michigan Mental Health Code, CLS Guiding Principles, Code of Ethics, and professional code of ethics.

**Reporting Relationship:** Reports to Coach.

**Duties and Responsibilities:**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. In collaboration with the person and their circle members completes preliminary pre planning and develops, implements, updates and maintains the Personal Support Plan and social assessment of the individuals served using the principles of freedom, self-determination and civil rights as a guide. Uses laptop and database programs to complete all documentation. Demonstrates accessibility by being available to people he/she supports, everyone in person's life, and CLS Agency staff via office voicemail, business cell phone, mail and email correspondence. Works collaboratively with and for the people s/he supports and everyone who is in the person's life. Works collaboratively and cooperatively with CLS employees both within & outside the Personal Supports and Services Department. Assists to develop alternatives to traditional guardianships, advocating for independent decision making with assistance from surrogate decision makers (e.g., power of attorney) as needed or requested by the person. Assists and supports the pursuit of desired housing to include but is not limited to: location, roommates, subsidies, environmental modifications, leases and home ownership. Acts as primary advocate for the person they support. Builds circles of friends and advocates for family involvement. Elicits dreams, develops strategies to support dreams both financially and logistically. Provides ongoing education to people he/she supports on Self Determination in areas of fiscal responsibility, money management, and individual budgeting. In collaboration with the person and their circle, develops an individual budget for each person supported, reflecting the services authorized within the most current Personal Plan. Assures continuity of support to persons with developmental disabilities by preparing required reports and summaries of service for funding sources. Monitors and assures quality of services of all providers of support to the person. Meets performance requirements related to job duties and service delivery. Completes required documentation in a quality and timely manner consistent with requirements of CLS agency and external funding sources. Facilitates funding for all services as needed or requested. Assists in the training and orientation of peers and advocates. Participates in relevant workshops, seminars, conferences, trainings and in-services as approved by management and required by agency. Completes a minimum of 24 hours of professional skill development activity each fiscal year. Works collaboratively with other traditional support systems to develop new methods of service delivery. Reports unit successes, outcomes and needs to funding sources and internal/external customers and stakeholders. Assists with access to entitlements such as Social Security benefits, Supplemental Security Income, Medicaid Waiver Certification/recertification, Section 8 Housing, and other benefits to which the individual may be entitled.

**Qualifications and Requirements:** **Education:** ; Minimum of a Bachelors Degree with current Michigan Social Worker License as a Licensed Bachelor's or Master's Social Worker (LBSW or LMSW) or Limited Social Work License (LLBSW or LLMSW). Possession of current, valid social work license or limited social work license is preferred. **Experience:** Minimum of one year working with and/or supporting persons with developmental disabilities, or related conditions. Demonstrated experience in applying the principles of Person Centered Planning and Self-Determination to a traditional case management model.

**REASONING ABILITY:** Creativity, ability to interpret and apply complex federal and local level regulations, ability to negotiate outcomes.

**PHYSICAL DEMANDS:** This job is essentially a professional field position. Physical tasks are minimal. Adjusted hours and extensive scheduled and non-scheduled travel may be required in executing the duties and responsibilities of this position. Employees are expected to provide their own transportation. Maintenance of a valid driver's license, an acceptable driving record, and vehicle insurance in compliance with State of Michigan requirements are all continuing conditions of employment. If using alternative forms of transportation, employee is responsible for ensuring that the alternative form of transportation complies with these directives. While a good portion of the Personal Agent's work is conducted in the field, Personal Agents are expected to be available in the office as necessary to complete other essential duties and responsibilities. **TRAINING:** Job specific training will be coordinated and/or provided by the Coach.

Submit Resumes:

Community Living Services, Inc. – Human Resources Department  
35425 W. Michigan Ave.  
Wayne, Michigan 48184

**CLOSING DATE:**

**OPEN**