

The IMAGE Center of Maryland

VDC Options Counselor

Contractor Position

The IMAGE Center of Maryland, located in Towson, is dedicated to new thinking about disability. Individuals with disabilities need an environment where they can experiment and create – to find new ways and new solutions. We serve several Maryland jurisdictions, including Baltimore City, Baltimore County, Harford County, and Cecil County. We will be expanding to other counties for our Veterans Directed Care (VDC) program in the upcoming months. The Image Center serves people with all disabilities. We are a nonresidential Center for Independent Living (CIL), and our staff are primarily people with disabilities living independent lives and teaching these skills to their peers. We seek a detail-oriented VDC Options Counselor to serve VDC program participants, who are located in Baltimore City, Baltimore County and surrounding counties, as an independent contractor. The Image Center will provide an hourly rate for billable services, with monthly payment.

The ideal candidate will have the following responsibilities:

● Contact newly referred VDC program participants within 24 hours to discuss program details and schedule an appointment to meet with the client and their authorized representative to complete all initial paperwork and the client’s annual budget.

● Assist the client and authorized representative in understanding the VDC program is self-directed. Therefore, the participant/representative is responsible for hiring and managing caregivers, setting goals, and making decisions to allow the participant to have the maximum level of choice and control so the client can remain living within their community.

● Complete quarterly visits, within Baltimore City, Baltimore County and surrounding counties, to each assigned client’s home to ensure they are being well cared for and their needs met.

● Calling each client monthly to complete monitoring.

● Completion of annual functional assessments, quality assurance surveys, and other documents as needed.

● Document all interactions with clients and their representatives using our client management system.

● Submit client case notes and monthly monitoring/quarterly visit dates for billing and auditing purposes at the end of each month.

● Provide requested resource contact information when requested by participants. ● Return urgent phone calls the same business day.

● Attend staff and Supports Planner meetings, and other meetings and trainings as deemed necessary.

● Complete office-sponsored CPR training.

● Complete other duties as assigned.

Qualifications:

The ideal candidate will have strong oral and written communication skills and must pay close attention to detail. In addition, compassion and patience for clients with disabilities are a must. Options Counselors must be willing and able to travel to various locations throughout our service area to meet with assigned clients and to the IMAGE Center office in Towson, MD. The willingness and ability to meet deadlines and multitask are necessary in a case management environment. Proficiency with Microsoft Office Tools and Google Suite is required.

Independent contractors must be available during business hours (Monday - Friday, 9:00 AM to 5:00 PM) to attend training, take calls, perform home visits, check email, and attend meetings.

**Training requires a significant time commitment. The successful candidate will have sufficient time to complete these requirements.**

Education: A bachelor’s degree is preferred; however, years of case management experience will be considered in lieu of the degree requirement.

Location: This position is a hybrid in the community Baltimore City, Baltimore County, surrounding counties and in the IMAGE Center office in Towson, MD. The ideal candidate is able to travel to the business office and to participant appointments and the location selected by the participant.

Interested candidates should submit their resume with a cover letter to dducharme@imagemd.org with the subject line “VDC Options Counselor Position”. Please no phone calls at this time. Eligible candidates will be contacted until the position is filled.