



The IMAGE Center of Maryland Veteran Supports Planner Part-Time Position

The IMAGE Center of Maryland, located in Towson, is dedicated to new thinking about disability. Individuals with disabilities need an environment in which they can experiment and create – to find new ways and new solutions. The IMAGE Center serves several Maryland counties, such as Baltimore County, Harford County and Baltimore City. We serve 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 others. We are currently seeking a detail orientated Veteran Supports Planner to serve Veteran Directed Care (VDC) program participants on a part-time basis, with the potential to increase to full-time status. The salary for this position is negotiable depending on experience and knowledge of providing case management services.

The ideal candidate will have the following responsibilities:

- Contact newly referred VDC program participants 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 care givers, setting goals, and making decisions that will allow the participant to have the maximum level of choice and control in order for the client to remain living within their community.
- Complete quarterly visits to each assigned client's home to ensure they are being well cared for and their needs are being met, as well as calling each client monthly to complete monitoring, and completion of annual functional assessments, quality assurance survey's, etc.
- 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.
- Attend staff and supports planner meetings, as well as other meetings and trainings as deemed necessary.
- Complete office sponsored CPR training.
- Required to work in the office at least 2 days a week with the option to telework the remaining days.

- Complete other duties as assigned.

The ideal candidate will have strong writing and speaking skills and will need to pay close attention to detail. In addition, compassion and patience for clients with disabilities is a must. Supports planners must be willing to travel to various locations throughout our service area to meet with assigned clients (reimbursement for mileage is provided). The willingness and ability to meet deadlines and multitask is necessary in a case management environment.

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

Interested candidates should submit their resume with a cover letter to mwills@imagemd.com, please no phone calls at this time. Eligible candidates will be contacted, until the position is filled.