



## **Non-Civil Service Support Planner for the Division of Aging and CARE Services**

The Baltimore City Health Department (BCHD) seeks a Support Planner for Aging and CARE Services.

The selected applicants shall work as a Support Planner assisting applicants and participants with coordinating community services and supports from various programs and payment sources to aid them in developing a comprehensive plan for community living. The Support Planner shall support applicants in locating and accessing housing options, identifying housing barriers and assist in resolving the identified barriers. The Support Planner shall assist individuals with developing comprehensive person centered plans of service that include both State and local community resources, coordinating the transition from an institution to the community, and maintaining community supports throughout the individual's participation in services.

This is a unique opportunity to be part of a team of dedicated public servants committed to having an immediate and lasting impact on their community.

Essential functions include:

- Coordinating community based services to for participants enrolled in the Waiver, Community First Choice and Community Personal Assistance Program
- Initiating provisional, annual and revised plan of services as appropriate
- Initiating annual redetermination process
- Monitoring participants monthly via phone or face to face visits
- Monitoring Waiver participants quarterly
- Tracking activities in the Long Term Services System

### **Successful candidates should have:**

- Case management or support planning experience
- Interest in serving older adults and persons with disabilities;
- Time management and organizational skills
- Ability to grasp program policies and procedures quickly and apply them appropriately
- Good computer skills and experience working on a web base program
- Work effectively as a team member and leader
- Ability to work effectively with administrating agencies, vendors, family members as well as participants.

**Qualifications:**

- A bachelor's degree from an accredited college or university in human services, social work, social service or field of gerontology and three years of experience in coordinating, monitoring and processing cases involving the provision of a safe, healthy and social environment.

Starting Salary is \$38,152.00. An excellent fringe benefit package accompanies the salary.

Interested candidates should submit a cover letter and resume to:

Baltimore City Health Department  
Division of Aging and CARE Services  
417 E. Fayette Street, 6<sup>th</sup> floor  
Baltimore, Maryland 21202  
[Victoria.Russell@baltimorecity.gov](mailto:Victoria.Russell@baltimorecity.gov)

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