



JOIN OUR TEAM

BE A SUPPORTS PLANNER



ABOUT THE POSITION

At Total Care Services, Inc. (TCS), our Supports Planners are based in the communities they serve. Supports Planners will develop, implement, and monitor state-funded, person-centered plans of service (POS). This position entails conducting face-to-face monitorings as needed and quarterly visits to ensure the participant's health and safety in the community. Supports Planners will also assist with coordinating and facilitating transition/transfer activities from institutions into the community in an expeditious manner to ensure continuity of supports and services.

POSITION TITLE

Supports Planner

SALARY

Ranges from \$52,000 to \$60,000 dependent upon experience with full benefits and a sign-on bonus of \$2,500.

START DATE

We are hiring and onboarding new Supports Planners on an ongoing basis.

TRAINING REQUIREMENTS

INITIAL TCS TRAINING

Two (2) weeks of initial internal training, including:

- One (1) week of classroom style training
- One (1) week of shadowing/observation with a seasoned Supports Planner and Supervisors

You must also successfully complete First Aid/CPR certification.

MDH REQUIRED TRAINING

You must also successfully complete a one (1) week training course with the Maryland Department of Health (MDH) within ninety (90) days of employment.

POSITION HIGHLIGHTS

COVID-19 VACCINATION

Must provide proof of COVID-19 vaccination prior to employment. TCS adheres to all federal, state, & local regulations.

EDUCATION & EXPERIENCE

Must possess a bachelor's degree in a human services field, such as psychology, social work, sociology, nursing, counseling, or related field. One (1) to three (3) years of case management experience preferred; internship experience may be considered.

BILLABLE POSITION

Daily entry of billable care coordination documentation: seven (7) hours per day; thirty-five (35) hours per week, excluding observed holidays and paid time off.

CASELOAD SIZE

Supports Planners will carry a caseload of 40-55 participants ranging from children to older adults.

FLEXIBLE ENVIRONMENT

Work from your home office - this hybrid position is primarily remote and community-based. We provide the tools you need for success: laptop, printer, cell phone & mileage reimbursement.

BENEFITS

Love what you do. We're always on the lookout for people who share our passion for helping others. Here's what's in it for you:



Make a Difference.

Start where you are. We help people right in our own communities.



We'd make a great team.

We're powered by people who respect, support, and celebrate each other.



Grow with us.

We provide continuous training and opportunities for professional growth throughout the company.



Build your nest.

We offer competitive salaries, quarterly performance-based bonuses, and 401K.



Get the benefits you need.

We offer paid time off, health, vision, & dental insurance plus Employee Assistance.

Interested? Visit www.totalcare1.org/make-a-difference/careers/ to apply.

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