MNDSA
Minnesota Disability Support Alternatives
9705 45th Avenue North #41982 | Plymouth, MN 55442
Phone: 651-317-4679 | Fax: 1-651-560-5578 | main@mndsa.org | www.mndsa.org

MNDSA Contracted Support Planner Advantages

Flexibility

We leave the when and where up to you!

Some organizations put constraints on when and where you can work, but at MNDSA we believe in flexibility. As an independent contractor you'll have access to:

- Office 365 online
- The ability to set your own hours
- The power to determine your own caseload
- The freedom to work with clients virtually, over the phone, or in person

Health Insurance Portability and Acountability Act (HIPAA)

We give you the tools!

HIPAA compliance can be overwhelming, but we make it easy. As an independent contractor you'll have access to:

- Encrypted email through DeliverySlip
- MNDSA Notice of Privacy Practices and Electronic Communications waiver
- Online secure fax through Hello Fax
- Secure cloud storage for all your client files
- Training to make sure you stay current on HIPAA

Support

We are a team!

Independent contracting can be isolating, but at MNDSA we work as a team. As an independent contractor you'll have access to:

- MNDSA resource library via SharePoint
- MNDSA forms and publications
- All billing handled by MNDSA
- Online collaboration with other Contracted Support Planners through Teams
- Direct Deposit for all compensation

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Contracted Certified Support Planner

We are looking for self-directed contractors who are passionate about social justice and utilizing a person-centered approach in their work. Contracted Support Planners will be assisting families and individuals to access resources that support them in their communities. This position requires both in person and virtual meetings, as well as detailed record keeping, and compliance with all federal, state, county, and MNDSA regulations and policies.

Required qualifications

- Ability to meet the requirements to become a Certified Support Planner as outlined by the Minnesota Department of Human Services: https://mn.gov/dhs/people-we-serve/people-with-disabilities/services/home-community/programs-and-services/cdcs-support-planner.jsp#:~:text=A%20support%20planner%20must%3A%20Be%2018%20or%20older,Vulnerable%20Adult%20Act%20and%20Maltreatment%20of%20Minors%20Act
- Experience with diverse populations to include ethnic, socioeconomic, and disabled communities
- Strong writing and analytical skills
- Able to work with minimal supervision
- Able to reliably meet commitments
- Good interpersonal and communication skills

Preferred qualifications

- Certified Support Planner
- Experience with Waiver and Alternative Care programs
- Experience with disability-based state and county services
- Knowledge and experience with relevant community resources
- Bilingual
- Familiarity with HIPAA policies and procedures

Apply online at: https://forms.office.com/r/6Af46VK2RD

Or, for more information contact: Sarah Biddlecome, Executive Director, at sarah@mndsa.org