

**Van Buren Community Mental Health**  
**NOTIFICATION OF EMPLOYMENT OPPORTUNITY**  
Effective: November 16, 2022

**Title: Case Manager Advocate**

**Position Number: C553903**

<b>Program:</b> STEPS	<b>Office Location:</b> Paw Paw	<b>Status:</b> Regular Full-Time; 37.5 hrs/wk
<b>Union:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Salary Scale:</b> \$38,084 – 51,183/yr

**Basic Responsibilities:**

Coordinates daily activities for STEPS members in the areas of community living, relationships with significant others, financial management, and vocational/educational involvements; collects background information on STEPS members' mental health status and treatment, and participates in planning, implementation, and evaluation of STEPS members' activities.

**Summary of Required Qualifications:**

- Bachelor's degree in social work, psychology or other human services field, consistent with Medicaid regulations.
- At least one year of experience working with individuals with mental illness.
- Knowledge of and ability to implement community based treatment.
- Valid Michigan driver's license with an approved driving record in accordance with agency standards.
- Self-motivated and directed, and able to work as part of a team utilizing a problem-solving decision-making approach to management of STEPS Program.
- Ability to accurately process and follow verbal and written directions related to community treatment of members, and organization of schedules and work load.
- Ability to always respond in an appropriate and professional manner while working with a SPMI population.

**Summary of Essential Job Functions:**

- Coordinates and maintains community treatment.
- Participates in screening referrals for STEPS membership and coordinates therapeutic intervention with individual STEPS members and their families.
- Provides financial management and training, advocates for STEPS members' financial and health status requirements with government agencies.
- Develops community resources and education & transports members as needed.
- Assesses needs for leisure time skills, community support, and health care.
- Seeks out housing and supports and educates homeowners about the needs of the mentally ill.
- Provides 24 hour, on-call coverage on a rotating basis (for additional compensation).
- Acts as a liaison with other community agencies to ensure STEPS members' needs for independent living and purposeful activity are met.
- Follows through in the treatment of STEPS members while they are in temporary housing, crisis homes, or hospitalized as needed.

To apply, submit your resume and cover letter by email to:

Christine Schlabaugh, Human Resources Office, at [cschlabaugh@vbcmh.com](mailto:cschlabaugh@vbcmh.com)

For more info visit us at [www.vbcmh.com](http://www.vbcmh.com)

**Equal Opportunity Employer**

Approved by:



Debra Hess, CEO

