

**Van Buren Community Mental Health**  
**NOTIFICATION OF EMPLOYMENT OPPORTUNITY**  
Effective: April 14, 2021

**Title: Employment Services Specialist**

**Position Number: C134301**

<b>Program:</b> Employment Services	<b>Office Location:</b> Bangor	<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> \$13.72 - 18.51 per hour

**Basic Responsibilities:**

Provides employment-related supports to persons with developmental disabilities, mental illness and traumatic brain injuries per their individual Person-Centered Treatment Plan. These supports include the provision of direct supports instruction and connecting the individual with occupational activities including work skill building, job development, job coaching, follow-along services, transportation for self and customer, and other supports. Ensures customer safety and helps with physical and emotional needs in all settings, including community-based work sites. Responsible to collaborate with outside providers, community members, and employers to foster an independent, productive lifestyle for individuals served.

**Summary of Required Qualifications:**

- High school diploma or GED and experience, training, or education in a human services field.
- Working or life experience that promotes an understanding of the special needs of individuals with disabilities.
- Demonstrated ability to effectively communicate and present information on employment services to employers, families and support networks.
- Valid Michigan driver's license with an approved driving record in accordance with agency standards.
- Physical ability to do manual labor, push/lift/carry in order to assist customers with mobility needs, including loading wheelchairs into vehicles, lifting/transferring, ensuring customer safety and providing similar supports.
- Demonstrated ability to work independently and as part of a team, including the ability to be punctual, manage time effectively, and demonstrate good judgment.

**Summary of Essential Job Functions:**

- Assists customers in developing employment opportunities that effectively match their skills, desires, and location with available jobs in the market.
- Assists customers by developing training and support strategies at employment sites that facilitate natural (co-worker) supports and which maximize job retention.
- Assists customers in the development of small business and self-employment opportunities.
- Implements skill building strategies and supports in agency and/or community settings.
- Provides necessary care of customer's physical and emotional needs and ensures customer safety.
- Works closely with VBCMH staff, residential providers, customers' family members, and employers to help to achieve customer outcomes.
- Provides education and guidance regarding employment impact on customer benefits.
- Provides customers with direction and other needed supports, such as customer transportation to/from work site and modeling job tasks for customer in a wide range of work settings.

To apply, submit your resume & cover letter to Human Resources:

Christine Johnson, Personnel Specialist: [cjohnson@vbcmh.com](mailto:cjohnson@vbcmh.com) - PH: (269) 655-3313  
Human Resources Office, 801 Hazen Street, Suite C, PO Box 249, Paw Paw, MI 49079

**Equal Opportunity Employer**

Approved by:

  
Debra Hess, CEO

