

Van Buren Community Mental Health

EMPLOYMENT OPPORTUNITY

Effective: May 6, 2021

Title: LINC Support Specialist		Position Number: C102010
Program: LINC	Salary Range: \$28,928-38,876 per year	Status: Regular Full Time; 37.5 hrs/wk
Benefit Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Office Location: Bangor/Depot	Union Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Basic Responsibilities:

Ensures effective and efficient general administrative duties for the LINC program using a computer, copier, FAX and various office equipment. Provides and arranges community supports for persons with developmental disabilities. These supports include the provision of direct supports in the home and community in both individual and group formats.

Summary of Required Qualifications:

- High school diploma or GED and experience, training, or education relevant to expected job functions.
- Ability to type accurately at 50 wpm and demonstrate adequate computer and word-processing skills.
- Ability to communicate effectively in verbal and written format in order to comprehend written directions, complete documentation and follow plans developed with the customer.
- Ability to maintain accurate and appropriate records within defined time frames.
- Possess and maintain a valid Michigan driver's license with an acceptable driving record.
- Demonstrated interest and ability to work with persons with disabilities and their support networks.

Summary of Essential Job Functions:

- Assists staff with the completion of customer related scheduling, reviews, records, and reports, including monitoring/distribution of community integration funds.
- Assists in maintaining current and accurate information files on all individuals receiving LINC CLS and Respite Services.
- Links/advocates with resources in the customer's community to facilitate development and ongoing functioning of support systems for the customer.
- Regularly monitors and ascertains that services and support persons identified in PCP are achieving outcomes.
- Promotes customer informed choice.
- Acts as a resource to all persons to encourage involvement in support networks.
- Provides other needed supports, such as customer transportation to and from planned activities.
- Collaborates and coordinates with other mental health staff, residential providers, staff from other agencies, customer's family, friends, and others to ensure coordination of services and facilitate problem solving.
- Participates in staff meetings as assigned to provide input on issues including but not limited to support strategies, staff training, and general communication.
- Functions as substitute for Clerical Unit staff as assigned.

To apply, submit your cover letter and resume by email to the HR Office by 5pm on May 13, 2021:

Chris Johnson, Personnel Specialist, cjohnson@vbcmh.com
Human Resources Office, PO Box 249, Paw Paw, MI 49079

Equal Opportunity Employer

Approved by:


Debra Hess, CEO

