

**Van Buren Community Mental Health**  
**NOTIFICATION OF EMPLOYMENT OPPORTUNITY**  
Effective: June 28, 2022

<b>Title: Adult Case Manager</b>		<b>Position Number: C553111</b>
<b>Program:</b> Adult Case Management	<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 per year

**Basic Responsibilities:**

Ensures assigned customers receive appropriate and necessary services. Ensures that customers make successful and stable adjustments to life in the community. Works under indirect supervision, functioning as a member of a team. Frequent travel to provide services throughout the county and Southwest Michigan.

**Summary of Required Qualifications:**

- Bachelor's degree in social work, psychology or other human services field consistent with Medicaid regulations.
- Demonstrated knowledge of social work practice as it relates to working with people with mental illness.
- Possess and maintain a valid Michigan driver's license; acceptable driving record in accordance with agency standards; vehicle insurance and provide own transportation in order to deliver services in locations throughout Southwest Michigan.
- Ability to communicate effectively and comprehensively in verbal and written format.
- Ability to work independently and as part of a team, including the ability to be punctual, manage time and crisis situations flexibly and effectively and demonstrate good judgment.

**Summary of Essential Job Functions:**

- Monitors customers' stability, behavior, and progress toward goals and the effectiveness of current services.
- Develops individual plans of service and coordinates case management services for assigned customers.
- Links and advocates within VBCMh and with other agencies and advocates for customers to ensure that they receive needed services. This includes transporting customers in agency vehicle, as necessary.
- Daily maintains accurate, complete, and timely customer records in the Electronic Medical Record.
- Assists with psychiatric medication checks as appropriate.
- Informs customers of available options for services so they can choose as needed.
- Acts as a resource to other care givers as needed.
- Assists with finding and implementing residential placements, complete adult foster care placement records, and monitor/update customer record for residential placements as needed.
- Counsels and supports customers as necessary, including appropriate interventions in crisis situations.
- Participates in admission process and discharge planning at psychiatric hospitals for assigned customers.

**To apply, submit your resume & cover letter by email to the Human Resources Office:**

Christine Schlabaugh, Personnel Specialist, [cschlabaugh@vbcmh.com](mailto:cschlabaugh@vbcmh.com)

Human Resources Office, PO Box 249, Paw Paw, MI 49079

**Equal Opportunity Employer**

Approved by:

  
Debra Hess, CEO

