

Van Buren Community Mental Health

EMPLOYMENT OPPORTUNITY

Effective: September 7, 2022

Title: Adult Case Management Supervisor

Position Number: A309110

Program: Adult Case Management	Salary Range: \$55,803 - \$77,013 per year	Status: Regular Full Time; 37.5 hrs/wk
Benefit Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Office Location: Paw Paw	Union Eligible: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Basic Responsibilities:

Ensures the effectiveness, efficiency, and quality of services to Adult Case Management customers.

Summary of Required Qualifications:

- **EITHER** A) Master's degree in counseling, psychology or social work with appropriate state licensure or certification with 5 years' clinical experience, including work with adults with serious mental illness; **OR** B) Bachelor's degree in social work or other human services field with licensure and QMHP designation with 10 years' of relevant experience.
- At least 1 year of supervisory experience or demonstrated leadership to carry out supervisory tasks and function as a member of the team.
- Demonstrated working knowledge of case management core elements.

Summary of Essential Job Functions:

- Ensures the Adult Case Management Unit is planned, organized, staffed, and evaluated to assure quality services and cost-effectiveness.
- Ensures compliance with all applicable guidelines and standards.
- Ensures the setting and meeting of annual goals for the unit.
- Recommends for hire, evaluates, trains, disciplines, and provides clinical consultation to assigned staff and serves as a resource for supervisors and staff of other programs.
- Participates in budget development and ensures that all unit expenditures are appropriate, documented and within budget guidelines.
- Ensures effective communication with supervisor, among Adult Case Management team members, and with other VBCMh employees.
- Provides and documents services to Adult Case Management customers specific to individual treatment plans.
- Ensures adequate liaison with other community services such as Van Buren Public Health, hospitals, police departments, jails, courts, Social Security Administration, foster homes, DHS and other agencies.
- Participates in screening referrals for Adult Case Management Services and coordinates therapeutic intervention with individual customers and their families specific to treatment plans.
- Acts as a liaison with other community agencies to ensure Adult Case Management customers' needs for independent living and purposeful activity are met specific to individual treatment plans.
- Ensures the coordination of services for Adult Case Management customers as needed while they are in treatment centers, temporary housing, crisis homes, or hospitals.

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

Christine Schlabaugh, Personnel Specialist, cschlabaugh@vbcmh.com

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

Equal Opportunity Employer

Approved by:


Debra Hess, CEO

