

Van Buren Community Mental Health
NOTIFICATION OF EMPLOYMENT OPPORTUNITY
Effective: July 19, 2021

Title: STEPS Team Coordinator

Position Number: A553901

Program: STEPS Unit	Office Location: Paw Paw	Status: Regular Full-Time (37.5 hrs/wk)
Union: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Benefits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Salary Scale: \$51,129 - \$68,506 per year

Basic Responsibilities:

Ensures the efficiency, effectiveness, and appropriateness of services to members in assigned unit. Supervises assigned staff. Works under indirect supervision.

Summary of Required Qualifications:

- Master's degree in mental health field with appropriate licensure.
- Two years' experience working with individuals with chronic mental illness.
- Demonstrated ability to supervise and work as a team member.
- Demonstrated knowledge of and ability to implement community-based treatment.
- Valid Michigan driver's license with an approved driving record in accordance with agency standards.
- Ability to communicate effectively, to accurately process and follow verbal and written directions related to community treatment of members, and organization of schedules and workload.
- Ability to control emotions and behaviors when members are psychotic or experiencing emotional problems.

Summary of Essential Job Functions:

- Ensures the unit is planned, organized, staffed, and evaluated to assure quality services and cost-effectiveness.
- Ensures compliance with all applicable guidelines and standards documented in quarterly reports.
- Ensures the setting and meeting of annual goals for the unit.
- Supervises assigned staff concerning implementation of treatment plans of STEPS members. Coordinates ongoing staff development and in-service education.
- Participates in budget development and ensures that all unit expenditures are appropriate, documented and within budget guidelines.
- Ensures effective communication with supervisor and among unit team members.
- Provides direct clinical care to STEPS members specific to individual treatment plans.
- Participates in screening referrals for STEPS membership and coordinates therapeutic intervention with individual STEPS members and their families as needed.
- Supervises STEPS on-call system and provides 24 hour on-call coverage on a rotating basis.
- Intervenes in crises as required.
- Acts as a liaison with other community agencies to ensure members' needs for independent living and purposeful activity are met as needed.

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

Christine Johnson, Personnel Specialist: 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

