

**Van Buren Community Mental Health**  
**NOTIFICATION OF EMPLOYMENT OPPORTUNITY**  
Effective: November 6, 2020

**Title: Community Support Specialist**

**Position Number: C102020**

<b>Program:</b> LINCS	<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> DC - \$13.97-18.33/hour

**Basic Responsibilities:**

Provides and arranges community supports and instructional opportunities for persons with developmental disabilities, mental illness, or traumatic brain injuries. These supports include the provision of direct supports and instruction in the home and community, connecting the individual with meaningful social and occupational activities, and locating agencies and individuals who can assist in this endeavor. Performs functions with minimal direct supervision.

**Required Qualifications:**

- High school diploma or GED and experience, training, or education relevant to expected job functions.
- Ability to effectively communicate in verbal and written format.
- Possess and maintain a valid Michigan driver's license and an acceptable driving record.
- Demonstrated interest and ability to work with persons with disabilities and their support networks.
- Demonstrated ability to respond to crisis situations in an effective manner.
- Physical ability to push/lift/carry up to 25 pounds in order to assist customers with mobility, including loading wheelchairs into vehicles, lifting/transferring for toileting, and providing similar supports.

**Essential Job Functions:**

- Assists in developing/implementing training and support strategies in the customer's home and which enable the customer to actively participate in integrated activities in the community.
- Assists with the completion of customer-related scheduling, reviews, documentation and reports.
- Coordinates with members of the service, social, business, and religious communities to help ensure that customer's needs and wishes are met.
- Provides other needed supports, such as customer transportation to and from planned activities.
- Coordinates with other mental health staff, residential providers and support staff, customer's family, friends and others as directed by supervisor. Participates in planning meetings for the customers served.
- Completes relevant data/documentation including progress notes and reports, logs and written communication between the agency, customer, and relevant community elements in a timely manner.
- Negotiates daily schedule changes as necessary with customer and adjusts own schedule to meet the needs of assigned customers.
- Attends staff meetings as assigned to provide input on issues including occupational matching, support strategies, staff training, and general communication.
- Solicits and maintains communication between programs, customers, team members, employers, and others that facilitate a proactive approach to problem solving.

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

Christine Johnson, Human Resources Office, at [cjohnson@vbcmh.com](mailto:cjohnson@vbcmh.com)

For more info visit us at [www.vbcmh.com](http://www.vbcmh.com)

**Equal Opportunity Employer**

Approved by:

  
Debra Hess, CEO

