

Van Buren Community Mental Health
NOTIFICATION OF EMPLOYMENT OPPORTUNITY
Effective: January 13, 2021

Title: Community Support Specialist

Position Number: C102030

Program: LINCS	Office Location: Bangor	Status: Regular Full-Time, 37.5 hrs/wk
Union: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Benefits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Salary Scale: DC - \$13.97-18.33/hour

Basic Responsibilities:

Provides and arranges home/community supports and instructional opportunities for adults with developmental disabilities (primary focus), mental illness, or traumatic brain injuries. These supports include the provision of direct supports and instruction in the home, at an agency site and/or in the community, connecting the individual with meaningful social and occupational activities. This may include locating agencies and individuals who can assist in this endeavor. Performs functions with minimal direct supervision.

Summary of 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.

Summary of Essential Job Functions:

- Assists in developing/implementing training and support strategies which enable the customer to maximize self-sufficiency and actively participate in integrated activities within 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 while maintaining dignity of risk.
- 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.
- Utilizes the computer and EMR system to complete relevant data/documentation including progress notes, reports, logs and written communication between the agency, customer, and relevant community elements in a timely and effective manner.
- Negotiates daily schedule changes as necessary with supervisor and customer 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

For more info visit us at www.vbcmh.com

Equal Opportunity Employer

Approved by:


Debra Hess, CEO

