

Van Buren Community Mental Health

NOTIFICATION OF EMPLOYMENT OPPORTUNITY

Effective: November 17, 2021

Title: Employment Services Specialist

Position Number: C136104

Program: Employment Services	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 - \$14.25-19.06/hour

Basic Responsibilities:

Provides employment-related supports to persons with developmental disabilities, mental illness and traumatic brain injuries per their individual Person-Centered Treatment Plan. These supports include the provision of direct supports instruction and connecting the individual with occupational activities including work skill building, job development, job coaching, follow-along services, transportation for self and customer, and other supports. Ensures customer safety and helps with physical and emotional needs in all settings, including community-based work sites. Responsible to collaborate with outside providers, community members, and employers to foster an independent, productive lifestyle for individuals served.

Summary of Required Qualifications:

- High school diploma or GED and experience, training, or education in a human services field.
- Working or life experience that promotes an understanding of the special needs of individuals with disabilities.
- Demonstrates ability to clearly and effectively present information on employment services to Employers, families and support networks.
- Valid Michigan driver's license with an approved driving record in accordance with agency standards.
- Physical ability to do manual labor, push/lift/carry in order to assist customers with mobility needs, including loading wheelchairs into vehicles, lifting/transferring, ensuring customer safety and providing similar supports.
- Demonstrated ability to work independently and as part of a team, including the ability to be punctual, manage time effectively, and demonstrate good judgment.

Summary of Essential Job Functions:

- Assists customers in developing employment opportunities that effectively match their skills, desires, and location with available jobs in the market.
- Assists customers by developing training and support strategies at employment sites that facilitate natural (co-worker) supports and which maximize job retention.
- Assists customers in the development of small business and self-employment opportunities.
- Implements skill building strategies and supports in agency and/or community settings.
- Provides necessary care of customer's physical and emotional needs and ensures customer safety.
- Provides education and guidance regarding employment impact on customer benefits.
- Provides customers with direction and other needed supports, such as customer transportation to/from work site and modeling job tasks for customer in a wide range of settings.

To apply, email your resume and cover letter by 5pm on November 24, 2021 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

