

Van Buren Community Mental Health

NOTIFICATION OF EMPLOYMENT OPPORTUNITY

Effective: February 7, 2020

Title: Case Manager Advocate

Position Number: C553805

Program: MI/CA Unit	Office Location: Paw Paw	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: \$33,942 - \$44,288 per year

Basic Responsibilities:

Coordinates daily activities for program members in the areas of community living, relationships with significant others, financial management, and vocational/educational involvements; collects background information on program members' mental health status and treatment, and participate in planning, implementation, and evaluation of program members' activities under the direct supervision of the Team Coordinator. Frequent travel throughout the county in order to provide services, advocate for the customer and to attend meetings.

Summary of Required Qualifications:

- Bachelor's degree in an appropriate human services field.
- Experience working with individuals who have a serious and persistent mental illness, or individuals who are chemically addicted. Two years' experience preferred.
- Knowledge of and ability to implement community based treatment.
- Michigan driver's license with an acceptable driving record.
- Ability to work independently and as part of a team, including the ability to be punctual, manage time and crises situations flexibly and effectively and demonstrate good judgement.

Summary of Essential Job Functions:

- Coordinates and maintains community treatment specific to program needs.
- Participates in all screening referrals for program membership and coordinate therapeutic intervention with individual members and their families as needed.
- Provides financial management and training, advocates for members financial and health status requirements with government agencies specific to individual treatment plans.
- Develops community resources and education.
- Assesses needs for leisure time skills, community support, and health care specific to customer's individual treatment plan.
- Seeks out housing and support and educates homeowners about the needs of the mentally ill as needed.
- Provides 24 hour, on-call coverage on a rotating basis.
- Acts as a liaison with other community agencies to ensure members' needs for independent living and purposeful activity are met according to all individual treatment plans.
- Completes monthly housing invoices & inspections, and collects & coordinates rent payments/receipts for PATH program participants.
- Enters information in the electronic Homeless Management Information System (HMIS) & ensures PATH/SHP data is accurately maintained.
- Transports members as needed using an agency vehicle.

To apply, submit your cover letter and resume to the Human Resources Office by February 17, 2020:

801 Hazen Street, Suite C, PO Box 249, Paw Paw, MI 49079 or cjohnson@vbcmh.com

For information contact: Christine Johnson at (269) 655-3313

Equal Opportunity Employer

Approved by:

Debra Hess, CEO

