

# Van Buren Community Mental Health

## NOTIFICATION OF EMPLOYMENT OPPORTUNITY

Effective: August 29, 2019

**Title: Adult Case Management Supervisor**

**Position Number: A309110**

<b>Program:</b> Adult Case Management	<b>Office Location:</b> Paw Paw	<b>Status:</b> Regular Full-Time: 37.5 hrs/wk
<b>Union:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Salary Scale:</b> \$49,874 - \$66,824

### Basic Responsibilities:

Ensures the effectiveness, efficiency, and quality of services to Adult Case Management customers.

### Summary of Required Qualifications:

- **EITHER A)** Master's degree in counseling, psychology or social work with appropriate state licensure or certification with 5 years' clinical experience, including work with adults with serious mental illness; **OR B)** Bachelor's degree in social work or other human services field with licensure and QMHP designation with 10 years' of relevant experience.
- At least 1 year of supervisory experience or demonstrated leadership abilities.
- Demonstrated ability to carry out supervisory tasks and function as a member of the team.
- Demonstrated working knowledge of case management core elements.
- Valid Michigan driver's license with approved driving record in accordance with agency standards.

### Summary of Essential Job Functions:

- Ensures the Adult Case Management Unit is planned, organized, staffed and evaluated to assure quality services and cost-effectiveness.
- Ensures compliance with all applicable guidelines and standards.
- Recommends for hire, evaluates, trains, disciplines, and provides clinical consultation to assigned staff and serves as a resource for supervisors and staff of other programs.
- Participates in budget development and ensures that all unit expenditures are appropriate, documented and within budget guidelines.
- Ensures effective communication with supervisor, among Adult Case Management team members, and with other VBCMH employees.
- Provides and documents services to Adult Case Management customers specific to individual treatment plans.
- Ensures adequate liaison with other community services such as Van Buren Public Health, hospitals, police departments, jails, courts, Social Security Administration, foster homes, DHS and other agencies.
- Participates in screening referrals for Adult Case Management Services and coordinates therapeutic intervention with individual customers and their families specific to treatment plans.
- Acts as a liaison with other community agencies to ensure Adult Case Management customers' needs for independent living and purposeful activity are met specific to individual treatment plans.
- Ensures the coordination of services for Adult Case Management customers as needed while they are in treatment centers, temporary housing, crisis homes, or hospitals.

**To apply, submit your resume and cover letter to the HR Office by 5PM ON SEPTEMBER 13, 2019:**

Human Resources Office, 801 Hazen Street, Suite C, PO Box 249, Paw Paw, MI 49079

Contact: Christine Johnson at (269) 655-3313 or [cjohnson@vbcmh.com](mailto:cjohnson@vbcmh.com)

**Equal Opportunity Employer**

Approved by:

Debra Hess, CEO

