

VAN BUREN COMMUNITY MENTAL HEALTH  
NOTIFICATION OF EMPLOYMENT OPPORTUNITY

**EMPLOYMENT SERVICES SUBSTITUTE (DIRECT CARE)**

<b>Program:</b> MTI Industries/Career Connections	<b>Office Location:</b> Work is performed in facility, home, and community worksites	<b>Status:</b> Generally less than 20 hours per week
<b>Union:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Benefits:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Salary Scale:</b> \$10.00 – 13.00 per hour

**Basic Responsibilities:**

Provides employment-related supports to persons with developmental disabilities, mental illness and traumatic brain injuries. These supports include job coaching, assistance in training, follow-along services, transportation for self and customer, and other supports.

**Summary of Required Qualifications:**

- High school diploma or GED and experience, training, or education in a human services field.
- A demonstrated interest and ability to work for persons with disabilities and their support networks.
- The ability to read, write and communicate effectively in order to complete the essential functions.
- Valid Michigan driver's license and an approved driving record in accordance with agency standards.
- Physical ability to do manual labor, including lifting up to 25 pounds, and complete all required trainings.

**Summary of Essential Job Functions:**

- Assists in developing training and support strategies at employment sites that facilitate natural (co-worker) supports and which maximize job retention.
- Assists in developing and implementing training and support strategies to assist customer in the development of small business and self-employment opportunities.
- Provides necessary care of customer's physical and emotional needs per the supports plan and ensures customer safety in all work settings.
- Works closely with VBCMh staff, residential providers, customers' family members, and employers to help insure customer and employer needs are met.
- Completes relevant data/paperwork including customer progress notes and reports, incident reports, monthly logs and written communication between agency/customer/employer in a timely manner.
- Attends and participates in customer planning meetings, staff meetings and trainings/educational activities to promote quality service provision, as assigned.
- Responds to crisis/emergency treatment in an appropriate manner.
- Provides other needed supports, such as customer transportation to/from work site, as needed.

To apply, submit a cover letter and resume or application form to the Human Resources Office:

801 Hazen Street, Suite C, P.O. Box 249, Paw Paw, MI 49079

Contact: Christine Johnson (269) 655-3313, cjohnson@vbcmh.com

Equal Opportunity Employer