

Van Buren Community Mental Health

EMPLOYMENT OPPORTUNITY

Effective: April 19, 2021

Title: Health Services Supervisor

Position Number: A508160

Program: Med Clinic/Adult & Family Services	Salary Range: \$58,256-78,053 per year	Status: Regular Full Time; 37.5 hrs/wk
Benefit Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Office Location: Paw Paw	Union Eligible: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Basic Responsibilities:

Ensures the effectiveness, efficiency, and quality of nursing and medication services to VBCMh customers. May travel to various agency sites throughout the county to provide services.

Summary of Required Qualifications:

- Possess and maintain licensure as a Registered Nurse in the State of Michigan, including ability to meet ongoing CEU requirements and CPR certification.
- Demonstrated knowledge of nursing practice as it relates to working with individuals with mental illness and IDD.
- Ability to provide supervision to RN's and coordination with all VBCMh medical staff.
- Ability to communicate effectively & comprehensively in verbal, written, and electronic (EMR) formats.
- Ability to work independently and as part of a team, including ability to be punctual, manage time and crisis situations flexibly and effectively, and demonstrate good judgment.

Summary of Essential Job Functions:

- Ensures the Adult and Family Medication Clinic is planned, organized, staffed, supervised, and evaluated to assure quality services and cost-effectiveness.
- Ensures the setting and meeting of annual goals for the unit and VBCMh medication services.
- Recommends for hire, evaluates, trains, disciplines, and provides clinical consultation to assigned staff and serves as a resource for all VBCMh RN's, supervisors, and staff of other programs.
- Facilitates effective communication among Physicians, RN's, supervisors and other VBCMh employees.
- Provides consultative oversight of all nursing services at VBCMh, including consistent documentation, facilitation of medical team meetings, and coordination of Med Clinic schedules.
- Serves as Vice Chair on the Infection Control Committee, as appointed by the CEO.
- Ensures medical procedures and forms are consistent throughout the agency and meet Medicaid, MDHHS and CARF and other funder requirements.
- Conducts quarterly reviews of medical record data for process improvement and appropriate treatment of complex health conditions.
- Develops materials and procedures to increase understanding of and commitment to integrated care across all programs and with other health providers. Links and coordinates information between agency physicians/staff and outside providers.
- Assists in medication clinics. Reviews, monitors, administers, and documents medications and medication-related activities, as ordered by agency physicians. Monitors customers' response to psychotropic medications.
- Arranges and provides in-service trainings for professional development.

To apply, submit your resume and cover letter by email to the HR Office:

Chris Johnson, Personnel Specialist, cjohnson@vbcmh.com
Human Resources Office, PO Box 249, Paw Paw, MI 49079

Equal Opportunity Employer

Approved by:


Debra Hess, CEO

