

VAN BUREN COMMUNITY MENTAL HEALTH  
NOTIFICATION OF EMPLOYMENT OPPORTUNITY

**LINCS PERSONAL ASSISTANT (DIRECT CARE)**

<b>Program:</b> LINCS (Community Living Supports)	<b>Office Location:</b> Work is performed in facility, home, and community sites	<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 care and services to assist in maintaining a goal of living in a natural community home by temporarily relieving the unpaid primary caregiver. Provides and arranges community supports for persons with developmental disabilities or mental illness. These supports include the provision of direct supports in the home and community, connecting the individual with meaningful social and occupational activities, and locating agencies and individuals who can assist in this endeavor. May provide transportation for self and the customer using an Agency vehicle, and may need to be flexible in hours worked.

**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:**

- Develops training and support strategies for the customer in his/her own home.
- Develops training and support strategies to enable the customer to actively participate in integrated activities in the community.
- Implements treatment plans, as assigned by supervisor.
- Works closely with members of the service, social, business, and religious communities to help insure that customer needs are met.
- Provides other needed supports, such as customer transportation to and from planned activities.
- Administer and document medications as prescribed and directed.
- Works closely with mental health staff (supports coordinators, case managers, Career Connections staff, clinicians, and instructors), residential providers, Disability Resource Center staff, customer's family, friends and others to insure coordination of services. Participates in planning meetings for the customers served when requested.
- Completes relevant data/paperwork including customer progress notes and reports, monthly logs and written communication between the agency, customer, and relevant community elements.

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