

Van Buren Community Mental Health
NOTIFICATION OF EMPLOYMENT OPPORTUNITY
Effective: June 7, 2017

Title: Employment Services Specialist

Position Number: C106180

Program: MTI/Career Connections	Office Location: Bangor	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: DC - \$26,579-\$33,911 per year

Basic Responsibilities:

Provides employment-related supports to persons with developmental disabilities, mental illness and traumatic brain injuries per their individual Person-Centered Treatment Plan. These supports include work skill building, job development, job coaching, assistance in training, follow-along services, transportation for self and customer, and other supports. Ensures customer safety and helps with physical and emotional needs at facility and community based work sites. Functions under the direction of the Employment Coordinator with direct and indirect supervision in the field.

Required Qualifications:

- High school diploma or GED and experience, training, or education in a human services field.
- Working or life experience that promotes an understanding of the special needs of the developmentally disabled population.
- 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, complete all required trainings, and perform behavior management techniques.
- Demonstrated ability to work independently and as part of a team, including the ability to be punctual, manage time effectively, and demonstrate good judgment.

Essential Job Functions:

- Develops individualized employment for customers that effectively matches their skills, desires, and location with available jobs in the market.
- Develops training and support strategies at employment sites that facilitate natural (co-worker) supports and which maximize job retention.
- Develops and implements training and support strategies to assist customer in the development of small business and self-employment opportunities.
- Implements skill building strategies and supports in facility and community enclave settings per the treatment plan.
- Provides necessary care of customer's physical and emotional needs per the treatment 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.
- Responds to crisis/emergency treatment in an appropriate manner.
- Provides customers with direction and other needed supports, such as customer transportation to/from work site.
- Performs other job-related tasks as assigned by supervisor.

To apply, your resume and cover letter to the Human Resources office by 5PM ON JUNE 19, 2017:

801 Hazen Street, Suite C, P.O. Box 249, Paw Paw, MI 49079
Contact: Christine Johnson at (269) 655-3313 or cjohnson@vbcmh.com
www.vbcmh.com

Approved by:

Equal Opportunity Employer

Debra Hess, CEO

