

# Van Buren Community Mental Health

## EMPLOYMENT OPPORTUNITY

Effective: September 12, 2023

**Title: Family Advocate**

**Position Number: C316470**

<b>Program: New Outlook</b>	<b>Salary Range:</b> \$31,025 – 41,495 per year	<b>Status:</b> Regular Full Time; 37.5 hrs/wk
<b>Benefit Eligible:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Office Location: Hartford</b>	<b>Union Eligible:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### Basic Responsibilities:

Provides direct care services to youth in the New Outlook wraparound program as outlined in the treatment plan.

### Summary of Required Qualifications:

- High school diploma or GED; the ability to read and write in order to comprehend written directions, complete documentation, and follow treatment plans.
- Ability to maintain accurate and appropriate records utilizing an Electronic Medical Record (EMR).
- One year experience, training, or education with youth with serious emotional disturbances.
- Valid Michigan driver's license and an approved driving record in accordance with agency standards.
- Adequate physical strength and abilities to learn and perform CPR, first aid, behavior management, and physical intervention techniques as needed.

### Summary of Essential Job Functions:

- Carries out treatment plan as assigned.
- Leads and encourages socialization and cooperative behavior among customers and their families, peers, and communities.
- Provides respite care services to customers in the family home and/or community.
- Supervises assigned customers to ensure their safety.
- Establishes a positive relationship with customer and family.
- Assists in accessing community resources for customers.
- Links and coordinates with other programs, agencies, and schools to coordinate services, monitor behavior and provide follow-up.
- Responds to crisis/emergency situations in an appropriate manner.
- Attends staff meetings as assigned to provide input on issues and support strategies.
- Provides safe transportation for customers who cannot otherwise access services, using an agency vehicle.
- Documents services provided for customers and completes other reports as required.

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

Christine Schlabaugh, Personnel Specialist, [cschlabaugh@vbcmh.com](mailto:cschlabaugh@vbcmh.com)

Human Resources Office, PO Box 249, Paw Paw, MI 49079

**Equal Opportunity Employer**

Approved by:

  
Debra Hess, CEO

