

# Van Buren Community Mental Health

## EMPLOYMENT OPPORTUNITY

Effective: August 21, 2024

**Title: Certified Peer Support Specialist**

**Position Number: C460030**

<b>Program:</b> CCBHC Unit	<b>Salary Range:</b> \$15.92 - \$21.28 per hour	<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:</b> Paw Paw	<b>Union Eligible:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### Basic Responsibilities:

As part of the Certified Community Behavioral Health Clinic, the Peer Support Specialist will work closely with adult customers and mental health staff to assist customers in achieving their stated mental health recovery goals, manage their emotional and behavioral symptoms, and support development of independent living skills, based on the treatment plan. Services may be provided within the community or at agency work sites.

### Summary of Required Qualifications:

- Be a past or present customer of mental health services and willing to share personal recovery story.
- Possess Michigan Peer Support Specialist certification, or able to obtain certification within 9 months of hire.
- High School Diploma or GED; or currently working to obtain GED or High School Diploma, if at least 18 years of age.
- Ability to read and write in order to comprehend written directions, complete documentation, and to follow treatment plan developed with the customer.
- Valid Michigan driver's license with an approved driving record in accordance with agency procedures.
- Adequate physical strength and abilities to learn and perform CPR, First Aid, behavior management, and physical intervention techniques as needed.
- If receiving treatment for a co-occurring disorder, must be at least one year since last use of drugs/alcohol.

### Summary of Essential Job Functions:

- Models good communication skills, recovery-oriented living skills, effective coping skills, and self-help strategies for customers.
- Assists customers to access resources and entitlements necessary to maintain and/or gain independence. Ensures coordination of services with other helping agencies (i.e., Disability Resource Center, Social Security Administration, DHHS, MI Works, etc.) and professionals.
- Complete referral tracking and care coordination follow-up for customers accessing external resources.
- Participates in planning meetings for the customers when requested to assist in developing treatment goals and help orient customers to their treatment plan.
- Develops, implements, documents and provides guidance for advocacy, wellness, and support groups.
- Develops and maintains effective working relationships with customers so that they can identify emotional, psychiatric or behavioral changes requiring further assessment and intervention. Refers to clinical staff as appropriate.
- Promotes community inclusion for assigned customers.
- Assists customers in attending their activities and appointments by providing escort or transportation services in an agency vehicle, as needed.

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

