

# Van Buren Community Mental Health

## NOTIFICATION OF EMPLOYMENT OPPORTUNITY

Effective: June 20, 2025

**Title: Adult Case Manager**

**Position Number: C553124**

<b>Program:</b> Adult Case Management	<b>Office Location:</b> Paw Paw	<b>Status:</b> Regular Full-Time, 37.5 hrs/wk
<b>Union:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Salary Scale:</b> \$38,850 - \$52,211 per year

### Basic Responsibilities:

Provides ongoing assessment of needs and recommendations for services as indicated by customer's stated and documented needs. Works with assigned customers to assist them with finding resources and coordinate appropriate and necessary services that facilitate their success and wellbeing in the community. Monitors customers and their goals to ensure relevance and that customers have resources and skills needed to maintain success in the community. Works under the direction of the Adult Case Management Supervisor or designee with direct and indirect supervision in the field, functioning as a member of a team. Frequent travel to provide services throughout the county and Southwest Michigan.

### Summary of Required Qualifications:

- Bachelor's degree in social work, psychology or other human services field consistent with Medicaid regulations.
- Demonstrated knowledge of social work practice as it relates to working with people with mental illness.
- Possess and maintain a valid Michigan driver's license; acceptable driving record in accordance with agency standards; vehicle insurance and provide own transportation in order to deliver services in locations throughout Southwest Michigan.
- Ability to communicate effectively and comprehensively in verbal and written format.
- Ability to work independently and as part of a team, including the ability to be punctual, manage time and crisis situations flexibly and effectively and demonstrate good judgment.

### Summary of Essential Job Functions:

- Provides annual and ongoing psychosocial assessments that determine status, needs and treatment recommendations.
- Develops individual plans of service and coordinates case management services for assigned customers.
- Monitors customers' stability, behavior, and progress toward goals and the effectiveness of current services.
- Provides linking and coordination of services within VBCMh and with other agencies and advocates for customers to ensure that they receive the services needed. This includes transporting customers in agency vehicles, as necessary.
- Daily maintains accurate, complete, and timely customer records in the Electronic Medical Record.
- Assists with psychiatric medication checks and facilitates communication with med clinic team.
- Informs customers of available options for services so they can choose.
- Assists with finding and implementing residential placements, complete adult foster care placement records, and monitor/update customer record for residential placements.
- Counsels and supports customers as necessary, including appropriate interventions in crisis situations.
- Participates in admission process and discharge planning at psychiatric hospitals.

To apply, submit your resume & cover letter by email to the Human Resources Office by 6/30/25:

Christine Schlabaugh, Personnel Specialist, cschlabaugh@vbcmh.com  
Human Resources Office, PO Box 249, Paw Paw, MI 49079

Approved by:

**Equal Opportunity Employer**

Debra Hess, CEO

