

Van Buren Community Mental Health

EMPLOYMENT OPPORTUNITY

Effective: July 22, 2025

Title: STEPS Nurse Case Manager

Position Number: C553901

Program: STEPS ACT Team	Salary Range: \$48,845 – 65,643 per year	Status: Regular Full Time; 37.5 hrs/wk
Benefit Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Office Location: Paw Paw	Union Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Basic Responsibilities:

Ensure that ACT members receive appropriate and necessary health care services under the direct supervision of the Team Coordinator. Provides 24 hour on-call coverage on a rotating basis with additional compensation.

Summary of Required Qualifications:

- State of Michigan registered nurse license appropriate for Medicaid billing requirements.
- Experience working with individuals with serious mental illness.
- Knowledge of and ability to implement community-based treatment.
- Michigan driver's license with an approved record in accordance with agency standards.
- Ability to meet members in locations that are not barrier free.
- Ability to work independently and as part of a team, including the ability to be punctual, demonstrate good judgment, possess time management skills, and manage stress effectively.
- Demonstrated knowledge of nursing practice as it relates to working with individuals with mental illness and substance abuse disorders, preferred.

Summary of Essential Job Functions:

- Conducts and accurately documents initial/annual nursing care assessments on each member.
- Assesses clinical signs/symptoms of ACT members, their medications & needs and discusses with psychiatrist.
- Educates all ACT members, families, significant others, and staff about mental illness including information on target symptoms, cycles, precipitating stressors, medications and, potential side effects specific to program needs.
- Participates in all screening referrals and coordinates therapeutic interventions with members/families.
- Coordinates and advocates for ACT members' health care needs with other agencies/providers as needed.
- Provides nursing consultation to staff regarding members' health care needs.
- Provides 24 hour on-call coverage on a rotating basis and intervenes in crisis situations for members.
- Reviews, monitors, administers, and documents medications, and medication-related activities.
- Acts as a liaison with other agencies to ensure members' needs for independent living and purposeful activity are met.
- Follows through in the treatment of ACT members while they are in treatment centers, temporary housing, crisis homes, or hospitals as needed.
- Submits medication orders as directed by Medical Director/psychiatrist, documents, picks up medication orders, sets up medication boxes, and enters medication information/injections/labs into EMR.
- Facilitates and/or coordinates groups and provides mental and physical health education as needed.

To apply, submit your resume and cover letter by email to the HR Office by August 1, 2025:

Christine Schlabaugh, Personnel Specialist, cschlabaugh@vbcmh.com

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

Approved by:


Debra Hess, CEO

Equal Opportunity Employer

