

Van Buren Community Mental Health

NOTIFICATION OF EMPLOYMENT OPPORTUNITY

Effective: August 28, 2025

Title: Access Technician

Position Number: C553305

Program: Clerical Services Unit	Office Location: Paw Paw	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: \$16.98 - 22.82 per hour

Basic Responsibilities:

Assists in providing efficient and effective intake, access, and clerical support services. Assists in ensuring service(s) is/are documented according to all applicable standards, including data input into computer.

Summary of Required Qualifications:

- High school diploma or GED with experience, training or education in a human services field.
- At least one year of experience relevant to essential job functions.
- Computer literacy in software and web-based management systems and the ability to learn new systems.
- Demonstrated ability to accurately type 50 wpm, utilize electronic medical record system, do data and word processing, and correctly format, edit and proofread documents.
- Ability to sit at a computer terminal, switchboard, or reception area for long periods of time.
- Valid Michigan driver's license with an acceptable driving record in accordance with agency standards.
- Ability to communicate effectively to facilitate office functions and customer interactions.
- Ability to do moderate bending, reaching, squatting and light lifting to access, retrieve and replace files on shelves no more than seven feet high.
- Ability to work independently and as part of a team, including the ability to be self-motivated and work in fast-paced environment performing multiple tasks.
- Demonstrated working knowledge of insurances as it relates to performing principal tasks preferred.
- Billing and Intake/Registration experience preferred.

Summary of Essential Job Functions:

- Provides intake for customers in need of or requesting agency services, including completion and distribution of required intake forms.
- Assists in the completion of the financial intake process, financial updates, and re-determinations. Determines the customer's ability to pay; gathers demographic information; collects third party billing information and obtains assignments and releases.
- Reviews assessment form(s) with customer for completeness and answers customers questions about forms and services.
- Assists in assessing customers' language and communication needs and coordinates appropriate accommodations.
- Assigns system ID numbers, distributes documents, and performs filing.
- Performs data entry of financial intake information, initial authorization of services and assigns & enters system numbers in VBCMh data entry software.
- Provides switchboard coverage and provides back-up for other clerical staff as scheduled or requested.

To apply, submit your cover letter and resume by email to the HR Office by 5pm on September 8, 2025:

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

Equal Opportunity Employer

Approved by:


Debra Hess, CEO

