

Van Buren Community Mental Health

EMPLOYMENT OPPORTUNITY

Effective: August 21, 2025

Title: Licensed Case Manager Advocate

Position Number: C553903

Program: STEPS ACT Team	Salary Range: \$38,850 – 52,211 per year	Status: Regular Full Time; 37.5 hrs/wk
Benefit Eligible: ☒ Yes ☐ No	Office Location: Paw Paw	Union Eligible: ☒ Yes ☐ No

Basic Responsibilities:

Coordinates daily activities for STEPS members in the areas of community living, relationships with significant others, financial management, and vocational/educational involvements; collects background information on STEPS members' mental health status and treatment, and participates in planning, implementation, and evaluation of STEPS members' activities. Functions as a part of a team, under the indirect supervision of the Team Coordinator. Frequent travel throughout the county to provide services required. Provides 24 hour on-call coverage on a rotating basis with additional compensation.

Summary of Required Qualifications:

- Bachelor's degree with LLBSW/LBSW licensure in accordance with MDHHS ACT standards.
- At least one year of experience working with individuals with mental illness.
- Knowledge of and ability to implement community-based treatment.
- Valid Michigan driver's license with an approved driving record in accordance with agency standards.
- Self-motivated and directed, and able to work as part of a team utilizing a problem-solving decision-making approach to management of STEPS Program.
- Ability to always respond in an appropriate and professional manner while working with a SPMI population.

Summary of Essential Job Functions:

- Coordinates and maintains community treatment.
- Participates in screening referrals for STEPS membership and coordinates therapeutic intervention with individual STEPS members and their families.
- Links and coordinates with community agencies to assist customers in obtaining benefits (food and/or financial), as well as housing resources.
- Coordinates and leads ACT groups, focusing on Evidence Based Practices and/or substance use disorders.
- Assesses needs for leisure time skills, community support, and health care.
- Transports STEPS members as needed using an agency vehicle.
- Intervenes in crisis as appropriate or as needed.
- Acts as a liaison with other community agencies to ensure STEPS members' needs for independent living and purposeful activity are met.
- Follows through in the treatment of STEPS members while they are in temporary housing, crisis homes, or hospitalized as needed.
- Provides 24 hour, on-call coverage on a rotating basis.

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

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

