

Van Buren Community Mental Health

EMPLOYMENT OPPORTUNITY

Effective: September 22, 2025

Title: Lifespan Case Manager

Position Number: C101211

Program: Lifespan Case Management	Salary Range: \$38,850 – 52,211 per year	Status: Regular Full-Time (37.5 hrs/wk)
Benefit Eligible: ☒ Yes ☐ No	Office Location: Bangor	Union Eligible: ☒ Yes ☐ No

Basic Responsibilities:

Provides appropriate, effective, and efficient case management to assigned customers with a diagnosis of intellectual/developmental disabilities, mental illness, and autism. Works under indirect supervision and functions as a member of a team. Frequent travel required to provide services throughout the county.

Summary of Required Qualifications:

- Bachelor's degree in appropriate human services field consistent with Medicaid regulations.
- At least one year of professional experience working with the developmentally disabled population.
- Valid Michigan driver's license to deliver services in locations that may or may not be barrier-free.
- Ability to effectively and efficiently utilize electronic EMR and telehealth mediums.
- Ability to work independently and as a member of a team, meet deadlines, organize tasks, prioritize, and work well in stressful and crisis situations while demonstrating time management, flexibility and good judgement.

Summary of Essential Job Functions:

- Supports individuals and families in development of a Person-Centered plan while informing customers and their families of options and choices available for services.
- Develops, implements, documents, monitors, and reviews assessment and Individual Plans of Service (IPOS) and progress related to goals and objectives, including customer and family stability and effectiveness of services.
- Trains staff, providers, and family to implement IPOS as written, general principles of learning, including all techniques incorporated and process of data collection, as assigned.
- Responsible for coordinating and advocating for an array of services under the functions of case management, including linking to needed services and resources including community agencies, social service programs, legal systems, waiver applications and physical health care providers.
- Consults with psychiatrists and/or psychiatric nurses and attend medication reviews as needed.
- Provides support for housing including exploring options and finding appropriate placements.
- Establishes and maintains rapport with each customer, their family and guardian by meeting with them regularly to talk about personal, meaningful goals and provide support based on the individual's needs.
- Works collaboratively with other treatment professionals within the clinical team to engage, educate, communicate, and coordinate care with customers and their families specific to their mental and physical health needs.

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

Chris Schlabaugh, Personnel Specialist, cschlabaugh@vbcmh.com

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

Equal Opportunity Employer

Approved by:


Debra Hess, CEO

