

Van Buren Community Mental Health

EMPLOYMENT OPPORTUNITY

Effective: November 13, 2025

Title: Family Advocate

Position Number: C445321

Program: Family Intervention Services	Salary Range: \$16.48-\$22.03/hour	Status: Regular Full-Time; 37.5 hrs/wk
Benefit Eligible: ☒ Yes ☐ No	Office Location: Hartford	Union Eligible: ☒ Yes ☐ No

Basic Responsibilities:

Provides services to customers as determined by the treatment plans under the direction of the Family Intervention Services Program Supervisor or designee. Ensures the safety of assigned customers.

Summary of Required Qualifications:

- High school diploma or GED; the ability to read and write in order to comprehend written directions, complete documentation, and follow treatment plans.
- Ability to maintain accurate and appropriate records utilizing an Electronic Medical Record (EMR).
- One year experience, training, or education with youth with serious emotional disturbances.
- Valid Michigan driver's license and an approved driving record in accordance with agency standards.
- Adequate physical strength and abilities to learn and perform CPR, first aid, behavior management, and physical intervention techniques as needed.

Summary of Essential Job Functions:

- Supervises assigned customers to ensure their safety.
- Documents services provided for customers and completes other reports as required, appropriately, accurately and in a timely manner.
- Carries out treatment plan as assigned.
- Leads and encourages socialization and cooperative behavior among customers and their families, peers, and communities.
- Provides respite care services to customers in the family home and/or community.
- Assists in accessing community resources for customers.
- Links and coordinates with other programs, agencies, and schools to coordinate services, monitor behavior and provide follow-up.
- Responds to crisis/emergency situations in an appropriate manner.
- Attends staff meetings as assigned to provide input on issues and support strategies.
- Provides safe transportation for customers who cannot otherwise access services, using an agency vehicle.
- Establishes a positive relationship with customer and family.

To apply, submit your resume and cover letter by email to the HR Office by November 21, 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

