

Van Buren Community Mental Health

NOTIFICATION OF EMPLOYMENT OPPORTUNITY

Effective: March 11, 2026

Title: Office Coordinator (Bangor & Hartford)		Position Number: A134121
Program: Clerical Services	Office Location: Bangor	Status: Regular Full-Time, 37.5 hrs/wk
Union: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Benefits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Salary Scale: \$58,341-80,515 per year

Basic Responsibilities:

Ensures that all secretarial and clerical services for the Bangor and Hartford offices are performed appropriately, effectively, efficiently, and uniformly. Provides direct supervision of assigned clerical staff. Directly provides appropriate secretarial services and participates in special projects as assigned.

Summary of Required Qualifications:

- High School diploma and the ability to receive and give directions and supervision for the completion of frequent tasks related to word processing, data processing, records management and office reception.
- At least 5 years secretarial experience.
- Demonstrated leadership skills to carry out supervisory responsibilities including, but not limited to, hiring and terminating personnel, completing performance appraisals, developing procedures and efficiency systems.
- Demonstrated ability to accurately type 50 wpm, do data and word processing, and correctly format, edit and proofread documents.
- Visual acuity and manual dexterity sufficient to effectively operate standard office equipment and read and/or write reports, correspondence, instructions, etc.
- Ability to communicate effectively with comprehensive responses; ability to speak clearly enabling others to comprehend responses; and ability to comprehensively hear what others are saying.
- Ability to do moderate bending to access bookshelves and file cabinets; light lifting of files and boxes of supplies.

Summary of Essential Job Functions:

- Ensures appropriate workload distribution/prioritization and supervises the performance of assigned secretarial/clerical personnel daily.
- Provides for staff development and training to ensure that assigned secretarial/clerical personnel have requisite knowledge and skills to perform responsibilities.
- Recommends and ensures implementation of procedures to improve accuracy or efficiency of clerical staff.
- Ensures that customer records are maintained in a uniform manner, so that valuable and accurate information can be accessed throughout the organization on a daily basis
- Ensures that switchboard and reception functions are efficient and responsive to the needs of customers and staff.
- Maintains Model Payment System records for the personal care funds of customers in Adult Foster Care.
- Works closely with other staff to enable backup services among clerical unit staff.
- Ensures that meeting schedules, minutes and materials are prepared for interdisciplinary meetings, staff meetings, and other agency meetings on a frequent basis, and participates as assigned.
- Responsible for mail, petty cash, fee collection, and related records.
- Interviews applicants for assigned positions and makes recommendations for hiring when necessary.

To apply, submit your resume & cover letter by email to the Human Resources Office by 5pm on 3/23/26:

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

