

**Van Buren Community Mental Health**  
**NOTIFICATION OF EMPLOYMENT OPPORTUNITY**  
**Effective: March 11, 2026**

<b>Title: Lifespan Secretary</b>		<b>Position Number: C134121</b>
<b>Program:</b> Clerical Services Unit	<b>Office Location:</b> Bangor	<b>Status:</b> Regular Full-Time; 37.5 hrs/wk
<b>Union:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Salary Scale:</b> \$17.49 - 23.51 per hour

**Basic Responsibilities:**

Provides clerical services, including maintenance of accurate and up-to-date customer files/records, and general administrative duties, using a telephone, computer, scanner, copier, and various office equipment.

**Summary of Required Qualifications:**

- High school diploma and ability to read, write, and comprehend in order to accurately process and follow directions for the completion of frequent tasks related to the essential functions of the position.
- At least one year of clerical/secretarial experience.
- Demonstrated ability to accurately type 50 wpm, do data entry utilizing WORD and EXCEL; correctly format, edit and proofread documents.
- Visual acuity and manual dexterity sufficient to effectively operate standard office equipment; to read and/or write reports, correspondence, instructions, etc.
- Ability to communicate effectively and comprehensively to accurately answer phones and relay messages.
- Ability to work independently and as part of a team, be self-motivated and work in fast-paced environment performing multiple tasks.
- Valid Michigan driver's license with an acceptable driving record in accordance with agency standards.

**Summary of Essential Job Functions:**

- Provides general clerical services for the program, including accurately and efficiently typing and distributing forms, reports and correspondence.
- Greets visitors and answers and screens incoming telephone calls in a positive manner and directs them appropriately.
- Inputs, scans, and/or uploads documents and maintains up-to-date data in the EMR.
- Collects required documentation and processes customer financials. Obtains customer and/or guardian signatures on documents using Signix.
- Processes requests for doctor coordination letters and records releases according to standard operating procedures.
- Schedules Medication Reviews and prepares med files for doctor days. Sets Zoom meetings up for the doctor when needed. Schedules BTC reviews and sends quarterly reports to SWMBH.
- Sorts and distributes incoming mail and prepares outgoing mail for the post office daily. Maintains office supplies and equipment.
- Cross trains and provides back-up for other clerical staff. Provides backup for Public Transit Changes (PT Referral Team).

To apply, submit your cover letter and resume by email to the HR Office by 5pm on March 23, 2026:

Christine Schlabaugh, Personnel Specialist, [cschlabaugh@vbcmh.com](mailto:cschlabaugh@vbcmh.com)  
Human Resources Office, PO Box 249, Paw Paw, MI 49079

**Equal Opportunity Employer**

Approved by:

  
Debra Hess, CEO

