

**Van Buren Community Mental Health**  
**NOTIFICATION OF EMPLOYMENT OPPORTUNITY**  
**Effective: March 5, 2026**

**Title: Administrative Assistant**

**Position Number: C508160**

<b>Program:</b> SUD Services	<b>Office Location:</b> Paw Paw	<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 efficient and effective clerical services to SUD Prevention & Treatment units using the switchboard, computer, copier, FAX, scanner, and various office equipment. Assists in providing efficient and effective intake support services. Assists in ensuring services are documented according to all applicable standards, including data input into computer.

**Summary of Required Qualifications:**

- High school diploma and at least 1 year of secretarial experience, preferably in the healthcare field.
- Demonstrated ability to accurately type 50 wpm; do data and word processing, and correctly format, edit and proofread documents.
- Ability to sit at a computer terminal, switchboard, or reception area for long periods of time.
- Ability to communicate effectively via the telephone.
- Ability to do moderate bending, reaching, squatting and light lifting to access, retrieve and replace files on shelves no more than seven feet high.
- Experience collecting and applying customer payments in coordination with finance department staff to ensure accurate records preferred.

**Summary of Essential Job Functions:**

- Answers/directs incoming phone calls, schedules appointments, and greets public at reception.
- Provides intake for customers in need of or requesting agency services, including completion and distribution of required intake forms appropriately and in a timely manner.
- Assists in the completion of the financial intake process, financial updates, and re-determinations. Determines the customer's ability to pay; gathers demographic information; collects third party billing information and obtains assignments and releases.
- Performs data entry of financial intake information, initial authorization of services and assigns & enters system numbers in VBCMh data entry software.
- Provides accurate and timely word processing services.
- Maintains files, scans customer records, and compiles related reports as assigned.
- Receipts monies received from customers daily and submits to Finance staff.
- Sorts and distributes incoming mail and prepares outgoing mail for the post office daily.
- Assist with processing requests for medical records as needed.

**To apply, submit your cover letter and resume by email to the HR Office by 5pm on March 13, 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

