

Van Buren Community Mental Health

NOTIFICATION OF EMPLOYMENT OPPORTUNITY

Effective: February 19, 2026

Title: Nurse		Position Number: E340510
Program: Health Services Unit	Office Location: Paw Paw	Status: Contracted up to 15 hrs/wk
Union: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Benefits: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Hourly Rate: Negotiable

Basic Responsibilities:

Assists with appropriate and necessary monitoring of response to psychiatric medications for customers of Med Clinic. Functions as part of a team under the indirect supervision of the agency physicians.

Summary of Required Qualifications:

- License as a Registered Nurse in the State of Michigan, including meeting ongoing CEU requirements.
- Demonstrated knowledge of nursing practice as it relates to working with individuals with mental illness.
- Ability to communicate effectively in verbal and written formats, including ability to utilize electronic EMR and telehealth mediums.
- Ability to work independently and as part of a team, including ability to be punctual, manage time and crisis situations flexibly and effectively, and demonstrate good judgment.
- Valid Michigan driver's license with an approved driving record in accordance with agency standards.

Summary of Essential Job Functions:

- Assists in medication clinics and monitors customer's response to psychotropic medications.
- Reviews, monitors, administers, and documents medications and medication-related activities.
- Places medication orders as directed, including obtaining pre-authorizations as necessary.
- Links and coordinates information between agency physicians/staff and other physicians for integrated care.
- Provides and documents person-centered Treatment Plans for Med Clinic only customers as assigned.
- Provides and documents customer health education as needed.
- Helps customers meet treatment and life goals while reducing barriers to those goals.
- Completes all necessary paperwork and documentation in an accurate and timely manner.
- Provides nursing consultation to staff regarding customer healthcare needs.
- Substitutes for other nursing staff to ensure coverage, as assigned.

To apply, submit your resume & cover letter by email to the Human Resources Office by 5pm on 02/27/2026:

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

