

Van Buren Community Mental Health
NOTIFICATION OF EMPLOYMENT OPPORTUNITY
Effective: July 16, 2026

Title: Clerical Support Specialist

Position Number: C399930

Program: Clerical Services Unit	Office Location: Paw Paw	Status: Regular Full-Time; 37.5 hrs/wk
Union: ☒ Yes ☐ No	Benefits: ☒ Yes ☐ No	Salary Scale: \$17.49 - 23.51 per hour

Basic Responsibilities:

Provides efficient and effective clerical services to Mental Health and SUD Services units at the Paw Paw Human Services Building using the switchboard, computer, and various office equipment.

Summary of Required Qualifications:

- High school diploma or GED.
- At least 1-year of relevant clerical experience.
- Demonstrated ability to implement complex processes to carry-out Essential Functions.
- Demonstrated ability to accurately type 50 wpm, utilize electronic medical record system, do data and word processing; and correctly format, edit and proofread documents.
- Visual acuity and manual dexterity sufficient to effectively operate standard office equipment.
- Ability to sit at a computer terminal, switchboard, or reception area for long periods of time.
- Ability to communicate effectively to facilitate office functions and customer interactions.
- Ability to do moderate bending, reaching, squatting and light lifting to access, retrieve and replace files and utilize various office supplies and equipment.

Summary of Essential Job Functions:

- Maintains accurate & timely processing of Adverse Benefit Determinations.
- 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 & verifies insurance information and obtains releases.
- Receipts monies received from customers daily and submits to Finance staff.
- Provides faxing, word processing, filing, copying, sorting, and distributing of materials.
- Provides accurate and timely scanning.
- Manages mail functions and provides back-up for processing incoming/outgoing mail.
- Provides switchboard coverage on a regular, rotating schedule or as requested.
- Acts as back-up for processing & distributing after-hour crisis reports.
- Acts as back-up to manage the scheduling of shared conference rooms.
- Cross-trains, substitutes & provides back-up for other clerical staff as scheduled or requested.

To apply, submit your cover letter and resume by email to the HR Office by 5pm on July 24, 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

