

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

Title: Secretary

Position Number: C324123

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 that enhance operations primarily of 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:

- Provides switchboard coverage on a regular rotating schedule or as assigned (answers/directs incoming calls, schedules appointments and replies to inquiries).
- Manages mail functions including: maintaining supplies for postage machine, processing incoming/outgoing mail, and recording/reporting payments received to Finance staff.
- Processes and distributes after-hours crisis reports on a daily basis.
- Manages the schedule and maintains dividers of shared conference rooms in Paw Paw Human Services Building.
- Provides accurate and timely word processing, scanning, and data entry.
- Reviews, prepares, organizes and maintains filing of customer records.
- Provides assistance with completing special projects/reports (e.g. Board packets) as assigned.
- Assist with medication reviews, as needed.
- Cross-trains, substitutes & provides back up for other clerical staff as scheduled or requested (including breaks or for scheduled vacations, illness or leaves of absence).

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

