

Van Buren Community Mental Health

NOTIFICATION OF EMPLOYMENT OPPORTUNITY

Effective: August 6, 2026

Title: Administrative Assistant

Position Number: C399901

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

Basic Responsibilities:

Ensures efficient and effective clerical services that enhance operations for both the Paw Paw and Hartford offices, 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 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.
- Physical ability to complete all assigned trainings, including the ability to perform CPR and First Aid within 6 months of hire and maintain regular certification.
- Valid Michigan driver's license with an acceptable driving record in accordance with agency standards.

Summary of Essential Job Functions:

- Processes Care Coordination letters on a daily basis.
- Assists in the completion of the initial and annual financial intake process for customers in New Outlook. Determines customer's ability to pay, gathers demographic or program specific information, collects and verifies insurance information & obtains releases/consents as needed.
- Inputs customer data into the EMR regarding openings, updates, transfers, and closings.
- Scans, reviews, prepares, organizes and maintains customer records.
- Provides general clerical services for the New Outlook program, including accurate and efficient typing of requested materials.
- Collects, analyzes and processes data for specific New Outlook reports/grants.
- Provides switchboard coverage on a regular rotating schedule or as assigned (answers/directs incoming calls, schedules appointments and replies to inquiries).
- Assists with processing requests for medical records.
- Copies, prepares, and distributes materials, as assigned.
- 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 August 14, 2026:

Christine Schlabaugh, Personnel Specialist, cschlabaugh@vbcmh.com
Human Resources Office, PO Box 249, Paw Paw, MI 49079

Approved by:


Debra Hess, CEO

Equal Opportunity Employer

