Van Buren Community Mental Health
NOTIFICATION OF EMPLOYMENT OPPORTUNITY
Effective: November 10, 2026

Title: Employment Specialist **Position Number: C136103**

Program:	**Office Location:**	**Status:**
Employment Services	Hartford	Regular Full-Time, 37.5 hrs/wk
Union:	**Benefits:**	**Salary Scale:**
☒Yes ☐No	☒Yes ☐No	$16.97 - $22.69/hour

Basic Responsibilities:

Provides employment-related supports to individuals receiving services per their Individual Plan of Service (IPOS). These supports include establishing trusting relationships with the job seeker, helping them understand their rights in the workplace, helping them to identify their strengths, goals, and talents along with supporting them with the job development process in obtaining and maintaining employment of their choice. Other supports provided include assisting with developing transportation arrangements, job coaching, follow-along services, and other needs as identified in the IPOS. To develop job sites and collaborate with outside providers, community members, and employers to foster an independent, productive lifestyle for individuals served.

Summary of Required Qualifications:

- High school diploma or GED and experience, training, or education in a human services field.
- Working or life experience that promotes an understanding of the special needs of individuals with disabilities.
- Demonstrates ability to effectively present employment services to Employers, families and support networks.
- Valid Michigan driver's license with an approved driving record in accordance with agency standards.
- Physical ability to do manual labor, push/lift/carry in order to assist customers with mobility needs, including loading wheelchairs into vehicles, lifting/transferring, ensuring customer safety and providing similar supports.

Summar of Essential Job Functions:

- Assesses the experience, training, and personal qualifications of the individual to match them with employer's qualifications.
- Supports individual throughout job search and interview process, including help with filling out applications, contacting employers, attending interviews, requesting accommodations as appropriate, and visiting job sites.
- Assists customers by developing training and support strategies at employment sites that facilitate natural (co-worker) supports and which maximize job retention.
- Assists customers in the development of small business and self-employment opportunities.
- Connects individuals to training or educational programs identified to help them develop and implement current and developing skills per the IPOS.
- Provides necessary care of the individual's physical and emotional needs and ensures the individual's safety in all settings, and responds to crisis/emergency treatment in an appropriate manner.
- Attends and participates in individual's planning meetings, state Vocational Rehabilitation meetings, staff meetings, and trainings/educational activities to promote quality service provision, as assigned.
- Evaluate potential employment sites job content and requirements, working environment, and the ability of the employer to meet job accommodations and solutions to employment barriers, and explain the benefits of employment supports provided by the program to employers.
- Provides customers with direction and other needed supports, such as coordination of transportation to/from work site and modeling job tasks for customer in a wide range of settings.

To apply, submit your resume and cover letter by email to the Human Resources Office by 11/20/2026:

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

Van Buren Community Mental Health