

North Country Community Mental Health
EMPLOYMENT OPPORTUNITY

North Country Community Mental Health employees are our best source for future employees. Are you interested in this position or is there a qualified person you know who would be interested and would be a good addition to the NCCMH team?

Recipient Rights Officer. North Country Community Mental Health is hiring a six county Rights Officer, responsible for protecting consumer rights in accordance with the Michigan Mental Health Code, federal regulation and accreditation standards. Duties include supervising of the rights system, investigating complaints and training agency staff in appropriate rights policies and procedures. In fulfilling this responsibility, the Recipient Rights Officer works as an internal investigative mechanism, a trainer and an administrative advocate. Requires a minimum of a bachelor's degree in human services or related field and two years experience working in the mental health field or related community organization. This is a **full time** position with excellent benefits and a salary range of \$38,162 to \$53,624.

Specific Responsibilities:

1. Supervise people doing rights- related work and activities.
2. Receive, log, and review reports of alleged violations of rights from staff, consumers, and other observers. Investigates and resolves disputes and acts on behalf of recipients to obtain remedies when their rights are violated. Determines responsibility for violations and recommends appropriate action to correct present or prevent future violations.
3. Review incident reports and when necessary consult with NCCMH staff and/or contractual staff regarding rights issues alluded to or presented in the reports.
4. Maintain awareness of legislation and MDCH rules and guidelines pertaining to recipient rights by participating in training workshops.
5. Visit and inspect all NCCMH and contractual sites no less than annually and more often if necessary to protect the rights of recipients.
6. Periodically reviews the adequacy of the rights system within the agency, reporting those findings to the Director.
7. Organize and implement an ongoing training schedule for rights advisors within each of the agency service delivery sites and at each contractual provider site.
8. Provides rights training to both direct and contractual staff as required by the agency.
9. Serve as a resource person for educating the public, consumers, guardians, and families of consumers concerning the rights guaranteed by the Mental Health Code and agency policy.
10. Participates in the Risk Management processes of the agency.
11. Develop and review NCCMH policies and procedures for adherence to the rights of recipients.
12. Perform other duties as assigned by the Director.

Please send resume and letter of application to Human Resources, North Country Community Mental Health, One MacDonald Drive, Suite A, Petoskey, MI 49770, fax 231-347-1241 or E-mail to hr@norcocmh.org. E.O.E.