



JUNE 25, 2010

Recipient Rights Officer

CMH10-025

Kalamazoo Community Mental Health and Substance Abuse Services is seeking a diversity-minded individual to work as a full time Recipient Rights Officer. The duties of this position include investigations into alleged violations of the rights of persons with a developmental disability or a mental illness, training staff in recipient rights, site monitoring, and consultation/technical assistance provided to agency and contract staff. The candidate must be detail-oriented, analytical, organized, possess good oral and written communication and computer skills, and the ability to maintain confidentiality. Above all, the candidate must have advocacy for the person served as the foundation for all job functions. Must be able to work independently to prioritize and process a high volume of cases with strict deadlines. A Bachelor's degree is the minimum requirement for education. A degree in a Human Services field or a law degree is preferred. Minimum two years experience in working with mental health recipients in a Community Mental Health or Licensed Private Hospital/Unit setting, or previous investigation experience is required. A valid motor vehicle operator's license is required, as well as the use of a vehicle. Starting salary is \$36,188 Send, fax, or e-mail resume to: HR Generalist, KCMHSAS, 1st wing, 4th floor, 3299 Gull Road, P.O. Box 63, Nazareth, MI 49074, Fax: (269)-553-8012, hr@kazoocmh.org. Refer to job number CMH10-025 when inquiring.