**NOTICE OF JOB OPENING**

**Michigan Long Term Care Ombudsman Program**

**Program Quality Improvement Coordinator**

The Michigan Long Term Care Ombudsman Program (MLTCOP) is seeking an Assistant State Long Term Care Ombudsman who will serve as the Program Quality Improvement Coordinator (PQIC). The Michigan Long Term Care Ombudsman Program is housed at the Michigan Elder Justice Initiative (MEJI), a legal services organization that advocates for low income older adults and people with disabilities on issues related to healthcare, benefits, long term care, elder abuse and individual rights.

The Michigan Long Term Care Ombudsman Program (MLTCOP) is authorized under state and federal law to advocate for residents of nursing homes, homes for the aged, and adult foster care facilities and to seek systemic changes that benefit long term care consumers. In addition to the State Ombudsman Program staff employed at MEJI, 20 local long term care ombudsman staff, who are housed in local host agencies, work throughout the state to address the needs of long term care residents in their regions.

The Program Quality Improvement Coordinator’s duty is to ensure the Michigan Long Term Care Ombudsman Program performance is continually monitored to identify areas for improvement. The PQIC will ensure the state program’s and local host agencies’ policies and procedures comply with the federal Ombudsman regulations and Older American’s Act (OAA) requirements and that state and local ombudsman practices are consistent and of high quality.

The PQIC will conduct an annual on-site review of each local host agency to determine compliance with the program requirements including funding allocation and spending, confidentiality, record storage, conflicts of interest, and other requirements outlined in the Ombudsman regulations and OAA. The PQIC will develop a written report with recommendations for the local host agency to reach program compliance. The PQIC will also identify best practices to share among host agencies. In addition, the PQIC will ensure the State Ombudsman program complies with all federal and state requirements.

The PQIC will also review local ombudsmen adherence to program policies and procedures. The PQIC will develop a process to utilize self-evaluation tools to assist ombudsmen to identify areas for improvement and assist in the development, implementation and monitoring of improvement plans.

This is a full-time position.  Successful applicants will possess excellent research and writing skills, strong problem-solving abilities, an attention to detail and good organizational skills, ability to monitor and utilize the program’s database, great people skills and an ability to juggle multiple responsibilities. Experience advocating for long term care consumers or other older people and people with disabilities is strongly preferred. Position will require statewide travel and reliable transportation, with the potential for limited overnights. A Bachelor’s degree or comparable experience in social work or health care related field is required. Salary is from $40,000 DOE and includes excellent benefits.

MEJI/MLTCOP is an equal opportunity employer. We encourage minorities, women, and persons with disabilities to apply.

Please email your resume with a cover letter to [scoolbaugh@meji.org](mailto:scoolbaugh@meji.org) with the subject line, “**MLTCOP Program Quality Improvement Coordinator**.” Please indicate whether you are applying to any other positions with LSSCM, MAP, or MEJI.If you have questions about the program or the position, please email Shelby Coolbaugh at scoolbaugh@meji.org.

The position is open until filled; applications received by April 16, 2018 will receive priority.

**PLEASE POST OR CIRCULATE**

**3/28/2018**