

EMPLOYMENT OPPORTUNITY

Copper Country Community Mental Health Services has an opening for a Record Specialist. This position has been created to keep our Agency's paper and electronic records in accord with state guidelines.

This individual will handle the coordination and destruction of clinical records stored in various media forms. Work tasks will involve verifying records in our EMR System, along with managing and organizing the records through the destruction process.

This is a temporary full-time or part-time position (Monday-Friday, 8AM-5PM).

The position requires strong attention to detail and the ability to work independently.

Applications can be picked up from:

Human Resources Department
Copper Country Mental Health
901 W. Memorial Drive
Houghton, MI 49931

Or on our website at www.cccmh.org
Or by submitting a resume to hrdepartment@cccmh.org

EOE

