

MEDICAID SERVICE COORDINATOR JOB POSTING

- I. Title:** Medicaid Service Coordinator
- II. Reports to:** Support Services Manager
- III. Job Objective:**
- Provide service coordination to individuals who have Medicaid and a developmental disability.
- To perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy.
- IV. Qualifications:**
- Associate's Degree in a health or human service field with 5 years experience or Bachelor's Degree with 1 year experience.
 - Please note: The minimum experiential level requirement does not have to be met if the person has a Master's Degree in a health or human service field.
 - Service Coordinators who were providing services through either OMRDD's HCBS Waiver Service Coordination or CMC program prior to March 1, 2000 and have proof of completion of Service Coordination Core Training will be automatically eligible to provide MSC.
- V. Responsibilities:**
- Schedule, attend and provide documentation of required Medicaid Service Coordination training.
 - Develop, implement and maintain consumers Individual Service Plan as detailed in the Medicaid Service Coordination Manual.
 - Conduct at least one (1) monthly face-to-face visit with consumer's enrolled on caseload not to exceed 30.
 - Provide comprehensive case management and advocacy services.

- Complete and maintain required Medicaid Service Coordination documents.
- Ensure the consumers Medicaid and HCBS Waiver eligibility is maintained.
- Recognize and address health issues and safety.
- Establish and maintain linkages with community agencies and service providers.
- Report any identifiable instances of child abuse and/or neglect to supervisor and authorities.

VI. *Other Duties:*

- In the spirit of teamwork, answer MHA's main office phone as needed.
- Answer Helpline minimally one (1) hour per week and more often as needed.
- Participate in MHA's committees as needed.
- Employee shall perform all other duties as may be required by management.

VII. *Terms of Employment/Benefits:*

- Non-Exempt.
- Forty (40) hours per week
- Paid holidays, vacation, personal and sick leave according to MHA policy.

**Please send letter of intent and resume to:
Maureen Janes
Mental Health Association in Orange Co. Inc.
73 County Highway 108
Middletown, NY 10940
or fax to (845) 343-9665
or email to mjanes@mhaorangeny.com**