

Position: Medicaid Services Coordinator (MSC)

Job locations: Bronx & Queens

Full-time: 40 Hours - varied

Position reports to: Director of Developmental Disabilities

Responsibilities

- The Medicaid Services Coordinator will have a comprehensive knowledge of community resources, be well versed in the (HCBS) Home And Community-Based Services Waiver, and related fiscal issues, and have a thorough knowledge of the participants personal goals, preferences, and needs.
- Develop the consumer profile and service plan after interviewing the family and other service providers to include the consumer's life goals, natural supports, utilization of community resources, development of strengths and interests.
- Coordinate the ISP with consumer, his/her family, several providers, and residential staff.
- Provide follow up and monitoring of services in the ISP (including monthly face-to-face visits) to residential and day programs
- Review the ISP with the treatment team at least twice annually.
- Adapt the ISP to the changes of the consumer, as growth, temporary setbacks and accomplishments occur.
- Maintain ongoing contact with the consumers advocate and intervene as the advocate or a provider identifies an issue.
- Visit day programs to determine that the consumer's programmatic needs are being addressed.
- Conduct ISP and Semi annual meetings.

Qualifications

Bachelor degree in human services field with one year practical experience working with people with developmental disabilities. Completion of an OPWDD approved competency-based training program in case management. Valid NYS driver's license. Excellent verbal and written communication skills; and computer proficient. Must be able to travel throughout NYC and Westchester County.

Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

How to Apply

Fax resume and cover letter to (718) 231-7720 Attn: HR or

E-mail recruit@uniquepeopleservices.org with Word document attachments

Only applicants being considered for an interview will be contacted

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