

## NOTICE OF AVAILABLE POSITION



POSTING DATE: May 23, 2017 until filled; Applications received by May 31, 2017 will be given priority.

POSITION & PROGRAM: Funding Specialist

QUALIFICATIONS: Minimum two (2) years of direct experience in accounting, finance, book-keeping OR an Associate's degree in Business, Finance, Accounting or related field. Excellent math, computer, Excel and organizational skills. Ability to navigate data and produce reports. Satisfactory criminal background and Abuser Registry checks. Satisfactory pre-employment drug test. Possess valid State of Ohio driver's license.

PREFERRED QUALIFICATIONS: Four years' experience in accounting, finance, or book-keeping or Bachelor's Degree in Accounting, Business, Finance or other closely related field. Experience with social services programs and familiarity of Medicaid programs. Experience with programs for individuals with developmental disabilities. Extensive knowledge of Medicaid related programs and waivers. Experience with Knowledge in budget management. Experience with Job and Family Services programs. Familiarity of Cost Projection Tools (CPT) and Payment Authorization of Waiver Services (PAWS).

### DUTIES:

- Functions as part of various teams supporting individuals served. Supports these teams by providing expertise in funding and service authorization.
- Responsible for the review and submission of Targeted Case Management (TCM) billing. Oversees processes associated with necessary corrections. Prepares and implements trainings related to TCM for the Service and Support Administration (SSA) department.
- Generates and projects costs associated with Medicaid waiver services. Prepares and implements training related to Medicaid funding for the SSA department. Continuously review rules and rule changes associated with Medicaid waiver services and the Cost Projection Tool (CPT). Actively participate in Current Case Issues (CCI) processes to monitor Medicaid waiver costs. Collects and enters data and fiscal information for services (i.e.; CPT, PAWS). Directly completes the CPT for assigned individuals served. Informs SSA of identified costs for services.
- Works directly with the SSAs as part of the ISP process to plan for services. This includes the review of PAWS utilization reports. Maintains ongoing communication with SSAs and providers regarding waiver funding, annual planning and billing. Attends team meetings to prepare and review waiver funding.
- Monitors and tracks provider's utilization of service units authorized. Communicates with the SSA and providers regarding utilization tracking.
- Monitors and updates service waiting lists. Assists with planning, development and monitoring of residential services.
- Creates and completes relevant reports and documents consistent with areas of responsibility and as assigned by the Systems Supervisor. Provide consistent support and backup to the Systems Supervisor related to Medicaid funding, CPT/PAWS, Job and Family Services, provider support, etc.
- Participate in Medicaid Administrative Claiming (MAC) Random Moment Time studies.
- Demonstrates professional communication, teamwork and superior customer service. Demonstrate the values as outlined by Riverside Developmental Disabilities Code of Conduct.
- Performs other related duties as may be assigned.

HOURS: Monday through Friday; 8:00 am to 4:30 pm

SALARY: 12.85/hour – 20.13/hour based on experience

CONTACT: A Riverside application must be completed for external applicants, but a resume and cover letter are strongly recommended. Internal applicants may submit a resume and cover letter to HR.

FLSA: Non-exempt from overtime.

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