



## **CAREER OPPORTUNITY**

**Title:** Administrative Specialist Case Aide – Northern Counties

**Hours:** Part-Time, 19 hours per week

### **Brief Description:**

This PASSPORT position will follow-up and track Medicaid applications for Waiver applicants, complete home visits, perform liability tracking, support administrative staff, provide quality assurance, information system support and assist with electronic storage and file reduction.

### **Minimum Requirements:**

- H.S. Diploma; Associate's Degree preferred
- Experience in Word, Excel, and Outlook
- Knowledge of Medicare and Medicaid preferred
- Ability to complete home visits, including reliable transportation
- Good communication skills

*All interested candidates should send a resume with salary requirement to:*

*Human Resources*

*Catholic Social Services of the Miami Valley*

*922 W. Riverview Ave.*

*Dayton OH 45402*

*Or e-mail to [jobs@csmv.org](mailto:jobs@csmv.org)*

*Or fax to (937) 222-6750*