



CAREER OPPORTUNITY

Title: Administrative Specialist Case Aide – Northern Counties

Hours: Full-Time, 37.5 hours/week, daytime hours

Brief Description:

This PASSPORT position will follow-up and track Medicaid applications for Waiver applicants, complete home visits, perform liability tracking, support administrative staff, screening, billing, data entry, scheduling, customer service, provide and assist with electronic storage and file reduction.

Minimum Requirements:

- Associates Degree in Business or Human Services 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@cssmv.org

or fax to (937) 222-6750