CAREER OPPORTUNITY

Title: Medicaid Navigator/Support – Northern Counties

Hours: Full time 37.5 hours a week, Non-Exempt

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 and information system support and assist with electronic storage and file reduction.

Duties include, but are not limited to:
- Provides administrative support to staff.
- Serves as a resource to individuals and caregivers.
- Maintains regular contact with individuals and their caregivers as needed to facilitate enrollment.
- Facilitates and maintains contact with County Departments of Job & Family Services to track Medicaid eligibility status of pending individuals and keeps individuals informed.
- Facilitates communication with various agencies to obtain information needed to determine program eligibility for individuals including, but not limited to: physician's offices, banks, insurance companies, and funeral homes.
- Makes home visits as needed to assist individuals with the application process.
- Documents work activities in accordance with CSSMV and Ohio Department of Aging specifications and time frames in prescribed computer programs.
- Updates, maintains, and completes reports and lists as required and within required time frames.
- Scans individual records as needed.

Minimum Requirements:
- H.S. Diploma; Associates 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

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