

## **CAREER OPPORTUNITY**

**Title:** Medicaid Navigator/Administrative Support Specialist

**Hours:** Full-Time, 37.5 hours per week, Non-Exempt

### **Brief Description:**

Provide Medicaid and liability tracking, screening, ComCare waitlist management, provide supportive services to care managers and clinical staff

### **KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)**

- Follow-up and track Medicaid applications for Waiver applicants, complete home visits, perform liability tracking
- Support administrative staff
- Increase awareness of the full range of home and community-based options available to residents while providing objective information to individuals and families regarding accessing long-term services and support; assist individuals and families so they may make informed decisions about the care and services they receive
- Ability to work in a team environment
- Greet visitors in a friendly and professional manner, check-in clients
- Properly explain intakes to clients

### **MINIMUM REQUIREMENTS:**

- High school diploma required; Associates degree preferred
- At least three years related experience or training or equivalent combination of education and experience
- Ability to use a computer with substantial ease, including Word, Excel, and Outlook
- Knowledge of Medicare and Medicaid preferred
- Good communication skills
- Ability to work with diverse populations
- Willingness to work some flexible hours
- Ability to complete home visits, which requires reliable transportation

*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](mailto:jobs@cssmv.org) or fax to 937-222-6750*