

CAREER OPPORTUNITY

Title: Medicaid & Community Support Specialist

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

Brief Description: The Medicaid & Community Support Specialist provides comprehensive Medicaid eligibility, enrollment, and administrative support for HCBS waiver programs. This position serves as a critical liaison between Community Resource Professional staff, Waiver Service Coordinators, Care Management, state and county agencies, managed care organizations, providers, and participants. The role ensures accurate data entry, timely processing of enrollments and disenrollments, effective resolution of Medicaid issues, and high-quality administrative support to promote successful program outcomes for long term care individuals.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive):

- Assist consumers, informal support, and County Departments of Job and Family Services (CDJFS) by contacting regarding needed information and status of Medicaid application.
- Home visits completed within DJFS timelines to assist consumers in compiling information needed for Medicaid application.
- Accurately completes, tracks, and enters AGE approved documentation systems and Ohio Benefit information for levels of care, enrollment and pending cases with appropriate follow-up with clinical managers, supervisors, and directors as needed.
- Data appropriately entered into Ohio Benefits (OEIS) for HCBS waiver enrollment dates, and Level of Care Validation information for Community Resource department obtained and documented.
- Verify Level of Care at Care Manager/Community Resource Department request.
- Complete following reports: Waiver Enrollment PNM report, Ohio Benefits LTC Report, COLA LTC Alerts and EDBC in a timely manner.
- Notify DJFS when complications with billing to resolve issues after looking into PNM, AGE approved documentation systems, and Ohio Benefits; notify CDJFS if information does not match.
- Maintain working knowledge of Medicaid rules, waiver requirements, and regulatory changes; stay informed of updates impacting HCBS programs.
- Serve as a source of information and referral for programs and services and refer to an appropriate agency.
- Check Ohio Benefits for Medicaid status and instruct individuals on Medicaid.
- Ensure Ohio Home Care Waiver referrals have pending or active Medicaid case before making referrals to appropriate department to schedule AGE assessment as needed
- Complete process for 10130 for all other waivers.
- Monitor SEP tracking list and ensure individuals are contacted per OBLTSS guidelines.

Minimum Requirements:

- High School Diploma required; Associated degree preferred
- At least 3 years' relevant experience or training or equivalent combination of experience and education working with Medicaid, Medicare, and other insurances.

- Ability to use a computer with substantial ease, including Word, Excel, and Outlook
- Knowledge of Medicare and Medicaid
- Ability to complete home visits, which requires reliable transportation
- Strong organizational, communication, and problem-solving skills.
- Ability to work with diverse populations
- Willingness to work some flexible hours
- Ability to work independently, manage multiple priorities, and interact effectively with elderly and disabled populations.

*Interested candidates should email a resume and CSSMV application to:
Human Resources, Catholic Social Services of the Miami Valley
922 W. Riverview Ave. Dayton, OH 45402
Or email to jobs@cssmv.org or fax to (937) 222-6750*

Effective: 04/2026