CAREER OPPORTUNITY

Title: Waiver Service Coordinator

Hours: Full-time, Non-Exempt, 37.5 hours per week, daytime hours

Brief description: Provides delegated Waiver Service Coordination for MyCare Ohio HCBS Waiver members at Nursing Facility level of care, ensuring person-centered, high-quality support in alignment with agency values and state requirements.

Key Responsibilities (not all inclusive):

- Conduct initial and ongoing Wavier Service Needs Assessments using ODM approved tools to determine ongoing program eligibility, care needs, and service options.
- Complete home visits and phone contacts according to assigned tier to ensure health, safety, service satisfaction and provide education to members.
- Conduct annual reassessments of Medicaid Wavier eligibility or more frequently if required due to status changes.
- Complete all required documentation within the required timeframe of the activity.
- Identify and address health and safety risk factors, ensuring appropriate services and interventions.
- Participate in Interdisciplinary Care Team (ICT) meetings with caregivers, physicians, and other stakeholders when invited to participate.
- Collaborate closely with the Plan Care Coordinator to ensure coordination of care.
- Monitor financial eligibility for Medicaid waiver-funded programs and ensure compliance with general Medicaid eligibility criteria.
- Provide crisis intervention, collaborate with the health plans to complete actions related to critical/reportable incidents, and in developing health and safety action plans (HSAPs).
- Disenroll all ineligible members from the program.
- Respond to questions, problems, or complaints from members, providers, and advocates. Apply judgements and perform clinical practice based upon education, experience, and professional practice standards
- Maintain positive working relationships with providers, informal support, providers, community agencies, and medical professionals.
- Contribute to realization of agency mission and objectives, including meeting professional standards of practice including but not limited to acting as ambassador for the agency.

Minimum Requirements:

- Preferred Licensed Social Worker (LSW) or Registered Nurse (RN) with an active, unencumbered Ohio license; or
- Licensed Practical Nurse (LPN) licensure in the State of Ohio with relevant experience; or

- Bachelor of Arts or Science degree in a field related to working with elderly and disabled populations and one year of experience **per OAC 174-43-05 (B)(2)(d);** and
- Minimum of one (1) year of experience in home care, disability services, or case management.
- Experience conducting health/social interviews and knowledge of human behavior, family dynamics, and community resources.
- Knowledge of senior programs, Medicaid rules and regulations, assessments, and geriatrics.
- Knowledge of case management and crisis intervention.
- Ability to work with a variety of people with different backgrounds, expectations, and education levels.

Interested candidates should send a resume with salary requirements to:
Human Resources, Catholic Social Services of the Miami Valley
922 W. Riverside Ave., Dayton, OH 45402
Or email to jobs@cssmv.org or fax to (937) 222-6750