

## SOUTHERN TIER INDEPENDENCE CENTER

### JOB DESCRIPTION

**Position:** Medicaid Service Coordinator

**Hours:** Non-exempt, full-time 35 hours per week

**Revised:** 12/2016

### QUALIFICATIONS

1. Minimum of a BA in human services or related field, or at least 20 credits in an OPWDD approved major.
2. One year's experience working with adults and/or children with developmental disabilities and/or one year's experience as a service coordinator for any population, required.
3. Knowledgeable about community resources that can benefit families and people with developmental disabilities.
4. Experience with crisis intervention and conflict resolution.
5. Knowledge of the IEP process and other education-related issues for children with disabilities preferred.
6. Excellent communication, writing and organizational skills and good attention to details.
7. Excellent computer skills with proficiency in Microsoft Office Suite.
8. Ability to effectively interact and work with individuals from diverse backgrounds.
9. Ability to multi-task and work effectively in both a team and individual setting.
10. Strong belief in and commitment to integrating adults and children with disabilities into all aspects of community life, essential.

### RESPONSIBILITIES

1. Actively support STIC's mission, philosophy, and values and our pursuit of community integration for all people with disabilities.
2. Required travel in a three-county service area including Broome, Chenango and Tioga.
3. Occasionally work a flexible schedule that may include early mornings, evenings and weekends.
4. Provide case management/Medicaid service coordination and related services under OPWDD's Home and Community-Based (HCBS) Waiver.
5. Write monthly notes, as well as comprehensive service plans that meet OPWDD requirements.
6. Conduct intakes; assist consumers in the development of Individual Service Plans (ISP)s using a Person-Centered Planning approach; attend meetings with and on behalf of consumers as necessary and other responsibilities required to comply with regulations.
7. Provide information about community resources to families and children/adults with developmental disabilities and make referrals, attend meetings, etc. as necessary.
8. Advocate with and/or on behalf of adults and children with developmental disabilities.
9. Assist families of children with developmental disabilities with education related issues (including: negotiating the Committees on Special Education (CSE) process; understanding their children's rights; etc.).
10. Assist consumers and families in resolving conflicts if the need arises.
11. Represent STIC on advisory committees, boards, etc. as appropriate.

12. Attend all mandatory agency trainings, meetings, in-house sign language class and advocacy groups.
13. Collect data and prepare and submit required reports in a timely manner.
14. Other related tasks as required and time permits.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to race, creed, color, national origin, sex, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition or carrier status.