

Southern Tier Independence Center
Job Description

Position: TBI Assistant Regional Resource Development Specialist
Hours: Full Time 40 hrs.
Revised: 10/2016

Qualifications

1. Some college or post-high school training in clerical/related field preferred
2. Two years experience providing clerical/administrative support/services preferred
3. Excellent written and oral communication skills required
4. Experience and competency with Microsoft Word and Microsoft Excel required
5. Knowledge of Medicaid Waivers (policies, procedures, philosophy) preferred
6. Valid driver's license and proof of insurance.
8. Strong belief in and commitment to integrating people w/ disabilities into all aspects of community life.
9. Excellent organizational skills and attention to detail required. Must possess the ability to work independently.

Responsibilities

1. Perform clerical tasks, such as but not limited too: copying, filing, typing, faxing, e-mailing, opening and organizing mail, taking phone calls, organizing bulk mailings, assist with meeting preparations.
2. Assist in ensuring that all mandated documentation, as outlined by the Department of Health, is submitted to the RRDC in a timely manner and notify Department of Health of provider delinquencies.
3. Responsible for maintaining neat and organized consumer and provider files.
4. Collect and maintain accurate statistical data and assist with preparing reports as required, including tracking statistics for the Department of Health.
5. Maintain informational and statistical databases such as but not limited too: mailing lists, provider lists, master list of participants in the program, MFP participants, complaint line tracking, late letter tracking, LOC assessments, and tracking of Notice of Decisions for participants in the program.
6. Travel within service region as required.
7. Participate in provider meetings and trainings. Assist RRDS in preparation of meeting materials.
8. Assist with community outreach and education to promote awareness of TBI services and related issues.
9. Serve as Intake Coordinator for TBI Program, completing new referrals and coordinating intake appointment with RRDS. Assist RRDS to ensure participant chooses a Service Coordinator after intake is completed.
10. Collect and maintain accurate comprehensive statistical and other data in accordance with STIC's policies and procedures and submit required reports/forms in a timely manner.
11. Must maintain confidentiality regarding consumers and any materials related to them in files, mail, faxes, emails, etc.
12. Complete internal and external quality assurance reviews consistent with NYSDOH protocols.
13. Other Roles and Responsibilities as Defined by STIC, DOH and Supported by the RRDC's Contract with DOH.

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, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition, carrier status or criminal record.