

PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES POSITION DESCRIPTION

Position Title: ***Waiver Specialist***

Department: Administration

Location: 5720 State Route 345, New Lexington, OH 43764

Supervisor: Medicaid Services Manager

Normal Working Hours: 8:00AM – 4:00PM, Monday through Friday or schedule may vary as determined by Supervisor. May be required to flex schedule, but not routinely work more than 40 hours per week.

Status: Non-exempt, Overtime Eligible

Classification: Classified Civil Service

Salary Range: To be determined

Safety-sensitive: No

SUMMARY

The Waiver Specialist is an operational position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to carry out daily responsibilities to create the highest level of efficiency possible to meet the expectations and needs of customers.

Under general guidance and direction of the Medicaid Services Manager, the Waiver Specialist completes funding-related aspects of the waiver enrollment/renewal process, working in conjunction with the Service and Support Administration (SSA) Department to ensure funding requests and related processes are completed in a timely manner in adherence with applicable rules and regulations.

MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE

- Minimum of Associate’s Degree; Bachelor’s Degree preferred
- Minimum two years’ experience with Medicaid Waivers preferred
- Good oral and written communication skills; advanced computer skills
- Valid driver’s license, good driving record and reliable and insured personal vehicle for transportation

KNOWLEDGE / SKILLS / ABILITIES

Knowledge of:

- Agency, state, and federal statutes, rules policies, regulations and/or procedures governing Medicaid Waiver services
- Waiver services, funding and costing
- Ohio Department of Developmental Disabilities (DODD) online applications, including Medicaid Services System (MSS), Imagine Information System (IS) and Data Warehouse

Skills in:

- Verbal and written communication for effective interaction with internal and external customers
- Proficient use of computer programs (i.e. Gatekeeper, DODD web-based applications, Microsoft Office programs, etc.)
- Basic math and problem solving
- Use of office equipment, including but not limited to: computers, telephones, copy/fax machine, calculator

Ability to:

- Ensure compliance and adhere to mandated timelines, as established by PCBDD policy and procedure and maintain records and documentation according to Ohio Administrative Code and Ohio Revised Code rules and regulations
- Prioritize tasks; manage time and competing demands to meet deadlines
- Exercise flexibility and capacity to address emergency needs
- Maintain confidentiality and follow the appropriate chain of command
- Demonstrate regular, predictable, and punctual attendance

PROBATIONARY PERIOD

300

WORKING CONDITIONS

Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease and potentially infectious material.

Work Environment – 95% in office, 5% travel and out of building commitments, telecommuting possibility.

Work Pace – Self-paced, requiring the ability to be self-motivated, plan, manage, and organize time in order to adhere to mandated timelines. Work/position responsibilities are performed in a fast-paced emotionally demanding work environment.

Physical demands – Position requires long periods of sitting with brief periods alternating between standing and walking. Position rarely requires physical labor.

POSITIONS SUPERVISED

None

ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS

90 % COST PROJECTION AND PAYMENT AUTHORIZATION FOR WAIVER SERVICES

Manage the following waiver administration activities and related processes within prescribed timelines:

- Complete the cost projecting process to include review and retention of Funding Requests and related supporting documentation.
- Collaborate with SSAs to ensure costs fit within person’s funding range/budget. Complete Cost Projection Tool reports in MSS.
- Manage Prior Authorization and Budget Override requests, as necessary.
- Submit authorized costs for Payment Authorization of Waiver Services in MSS.
- Complete Due Process as necessary for reduction or termination of services.
- Review and document cost difference from the previous waiver span for each person; communicate increased costs to the SSA and the Medicaid Services Manager.
- Access online applications to determine waiver enrollment/dates and monitor utilization in absence of Medicaid Services Manager.

10 % MISCELLANEOUS

Document Medicaid Administrative Claiming (MAC) activities, as prescribed by DODD. Attend meetings, seminars, and conferences, as required. Other duties as appropriate and assigned by supervisor.

DECLARATION

As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

I have read these position description qualifications/requirements for this position, and to the best of my knowledge, I believe I can perform these duties.

Signature

Date