

POSITION AVAILABLE

TITLE: PART TIME MEDICAID SERVICE COORDINATOR

MAIN FUNCTION: To provide service coordination to Individuals with Developmental Disabilities. To develop Individualized Services Plans that reflect the persons' services, supports, and outcomes. To link, refer, and monitor services to ensure persons' satisfaction. To work in conjunction with various providers to include vocational, employer, Day Habilitation, Residential and school collateral. To ensure and maintain documentation that is within the regulatory guidelines of Medicaid and OPWDD. To provide linkage and follow up to health care providers, social service agencies, community resources and legal advocacy. Must be well organized, flexible and have good communication skills.

QUALIFICATIONS: Bachelor's Degree in health or human services field, and one year experience working with individuals with developmental disabilities OR one year experience as a service coordinator with any population; OR Associates Degree in health or human services field or RN, and three years working with individuals with developmental disabilities OR three years experience as a service coordinator with any population. Must possess a valid NYS Driver License with an acceptable record as determined by the Agency.

SALARY: \$13.28 per hour, 30 hours per week, non-exempt, plus part-time benefits.

POSITION AVAILABLE: Immediately

RESUME TO: Arc of Genesee Orleans
64 Walnut Street
Batavia, NY 14020
dworthington@geneseearc.org

EQUAL OPPORTUNITY EMPLOYER