



## **Catskill Center for Independence**

P.O. Box 1247  
Oneonta, New York 13820  
607-432-8000 • Voice or TTY  
FAX: 607-432-6907  
E-mail: [ccfi@wpe.com](mailto:ccfi@wpe.com)



Medicaid Service Coordinator

### **QUALIFICATIONS**

- Bachelor's Degree required Master's Degree in human services or related field preferred.
- Knowledge of disability related laws and the rights of people with disabilities.
- Knowledge of programs and services available in the community.
- Must possess excellent "people skills".
- Self starter with the ability to organize, prioritize and complete tasks in a timely, efficient manner.
- Must be able to function as a team member.
- Experience with working with people with disabilities and/or personal experience with a disability.
- Upbeat personality and the ability to effectively convey trust and understanding.
- Excellent written and oral communication skills.
- Must have reliable transportation and be willing to travel within the Chenango-Delaware-Otsego County region on a regular basis.
- Must have experience as a Service Coordinator through either the Department of Health (DOH) Waiver programs or Office for Persons with Developmental Disabilities (OPWDD).

### **RESPONSIBILITIES**

- Must know, understand and promote the Independent Living Philosophy.
- Must attend all mandatory trainings scheduled by the local RRDC and or Department of Health for TBI and NHTD Service Coordinators
- Must attend as many non mandatory trainings as feasible that are scheduled by the local RRDC and or Department of Health for TBI and NHTD Service Coordinators.
- Develops an initial services plan and revised service plans in collaboration with waiver participants as requested.

Ever Day is Independence day

- Identifies and arranges for necessary services, ensure the service plans are implemented in an appropriate and timely manner, arranges for and conducts required team meeting, conducts home visits as appropriate and generally performs those duties necessary to ensure effective service coordination for waiver participants using the appropriate waiver manual as guidance.
- Prepares and submits required reports in a timely manner.
- Meet all potential participants prior to the establishment of the ISP, Participate in bi-weekly meetings with the other Service Coordinators and the Assistant Director and, Review and sign off on all service plans as requested by the Assistant Director.
- Obtain releases, documentation, and additional information from the consumer
- Encourage and educate the consumer in self advocacy
- Contact organizations or agencies, and mediate to resolve problems
- Follow up with both the consumer and the agencies
- Document in writing all activities and maintain detailed, accurate files
- Maintain the confidentiality of all work related information
- Respond to requests for services or information from consumers, family members and significant others within five business days
- Provide accurate, appropriate information, make appropriate referrals to other Center staff and other appropriate community agencies
- Conduct outreach and follow-up activities to assist in the identification of emerging needs with the community as they relate to disability issues
- Keep current on emerging disability issues and trends, legislation and legislative issues related to disability
- Actively serve on at least one New York Association on Independent Living's public policy committee as well as local committees, groups, boards, and consortia as directed
- Keep timely, accurate written records and statistics of all services
- Develop and maintain effective working relationships with community service providers
- Other duties as assigned by the Assistant Director or Executive Director