

Posting dates: Sep. 25 through Sep. 29, 2017:

OPEN POSITION

AREA AGENCY ON AGING FOR SOUTHWEST FLORIDA

POSITION TITLE: MEDICAID SPECIALIST		DEPARTMENT: CLIENT SERVICES	
STATUS: PT	FLSA STATUS: NON-EXEMPT	SUPERVISE OTHERS: N	SUPERVISOR: CLIENT SERVICES MANAGER

This professional position requires the incumbent to take independent action; exercise discretion; and take initiative by interpreting and explaining complex program and service information to clients, their families, and community partners. Duties also include intake and screening, annual rescreening and processing for Statewide Medicaid Managed Care Long-Term Care and other government-funded programs which assist elderly and disabled individuals to remain safely in the community.

Applicant must have the ability to work under stressful situations and have a pleasant and clearly understandable telephone voice. Applicant must also have the ability to communicate well, orally and in writing and to research topics related to services for older adults (funding, program design, etc.), analyze data and provide written and/or oral reports as required.

Position requires one of the following:

- a Bachelor's Degree from an accredited college or university in a human services related field; or
- an Associate of Arts Degree from an accredited entity in a human-service related field and a minimum of two years' experience as a Caseworker, Case Manager, Intake Specialist or related work experience with the long-term care client population; or
- a High School Diploma or GED and four years' experience as a Caseworker, Case Manager, Intake Specialist, or related work experience with the long-term care client population.

This position may require day travel in the Agency's seven-county planning and service area; staff member must have own transportation. Overnight travel intra and interstate may be required.

Applicant must pass drug testing and Level II background screening. Position available immediately. EOE / DFWP

Email resume with cover letter to: jobs@aaaswfl.org by 5:00 PM on September 29, 2017. Only candidates who meet the minimum requirements of the position will be contacted. Cover letter must include salary requirements in order to be considered.