

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

MEDICAID WAIVER & TRANSPORTATION SYSTEMS COORDINATOR

Job Grade: 14

JOB CODE: 973

Department: Council on Aging
Reports To: Director, Council on Aging
Date: August 2015
FLSA: Exempt
DOT Reference: 195.367-022

JOB DESCRIPTION

Oversee county Medicaid Waiver program, which helps senior citizens remain in their own homes, and the Transportation Program, which provides transportation to Senior Centers. Coordinate Medicaid Waiver services for qualified clients and coordinate transportation for seniors to centers for meals and activities. Oversee assessment of new clients. Supervise staff of homemakers, bus drivers, and LPN. Establish and maintain records and prepare reports required by funding sources.

ESSENTIAL JOB FUNCTIONS

A. Oversee the day-to-day operation of Medicaid Waiver and Transportation Programs:

1. Process new applications by obtaining information, performing assessment in home, sending information through TARCOG to State of Alabama for approval.
2. Add new approvals to clients being served by assigning to homemaker.
3. Periodically conduct home visits for quality assurance and report findings.
4. Investigate and resolve complaints.
5. Maintain weekly and monthly reports regarding work of homemakers.
6. Prepare monthly reports on homemakers for the state.
7. Prepare quarterly bus reports for the state.
8. Assure that maintenance on buses is performed in accordance with manufacturer's recommended schedule.
9. Obtain replacement drivers and homemakers, as needed.
10. Review time and attendance for subordinates by matching daily sheets and time cards.

B. Supervise five (5) homemakers, five (5) bus drivers and one LPN:

1. Supervise homemakers, bus drivers and LPN.
2. Interview and hire staff as needed.
3. Train homemakers, bus drivers and explain duties to LPN.
4. Conduct twelve (12) hours of training per year with homemakers on health, germ control, Medicare changes, record keeping, etc.
5. Evaluate subordinates on performance.
6. Prepare mileage sheets for homemakers on a monthly basis.

ESSENTIAL JOB FUNCTIONS (Continued)

C. Attend meetings and assist others, as needed:

1. Attend various meetings required by TARCOG and/or supervisor.
2. Answer phones in office and provide assistance or refer to proper person.
3. Assist Director and other staff in coordination of all Council on Aging events.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of TARCOG and Marshall County budget, contract and reporting requirements.
- Knowledge of the principles of management and supervision.
- Knowledge of Medicaid Waiver and Transportation programs.
- Knowledge of federal state and county rules regulations, policies and laws related to older persons.
- Knowledge of modern office practices, procedures, systems and equipment including computers and software.
- Knowledge of appropriate funding sources.
- Ability to read and comprehend a variety of materials, including laws and regulations
- Ability to prepare reports.
- Ability to communicate orally and in writing.
- Ability to plan and schedule staff in order to effectively deliver services to participants.
- Ability to work independently and manage emergency situation.

MINIMUM QUALIFICATIONS

- Graduation from a senior high school or G.E.D. Certificate plus three (3) years of experience in Medicaid Waiver/ Transportation programs that includes training or experience related to problems of aging individuals, such as elder abuse and physical and mental changes related to growing older, or an equivalent combination of education and experience.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.