

CFCS – Pass Facilitator

Pay: \$18.00 per hour

Job description:

Job title: Self-Directed Personal Care Program Facilitator

Reports to: Program Manager and Executive Director

Location: Billings, Montana

Status: Non-Exempt & Full time

GENERAL JOB DESCRIPTION

As a member of Living Independently for Today & Tomorrow (LIFTT's) Community First Choice (CFCS) Self-Directed Personal Assistance Services (SDPAS) Program Team, this position is primarily engaged in the day-to-day program aspects of the SDPAS Program as part of LIFTT's role as a fiscal agent in the Medicaid Self-Directed Personal Assistance Services program.

The CFCS - SDPAS Program Facilitator shall focus their work in compliance with the spirit and intent of the independent living philosophy.

QUALIFICATIONS

Program Oversight Staff: This person is referred to as the Program Oversight staff member. The Program Oversight staff members must meet the following minimum qualifications:

1. Have at least one year of experience in aging and disability services.
2. Receive training in the SD CFCS/PAS program by the provider agency; and,
3. Be free of the conflict-of-interest criteria outlined in SD CFCS/PAS 720

Medicaid Responsibilities

Intake

1. Responsible for a minimum of 1 documented monthly outreach activity to promote the CFCS - Self-Directed Personal Care Services (SDPAS) to outside agencies.
2. Responsible for answering and following up on referrals for new consumers within 3 working days.

3. Responsible for checking Medicaid eligibility for those consumers needing CFCS - SDPAS services.
4. Responsible for sending out information packets to consumers who are eligible for the SDPAS Program.
5. Responsible for documenting all activities and conversations prior to accepting into services in the Information and Referral section in the database per principles of charting (within 1 working day).
6. Responsible for completing all on-site visits that ensure the worksite and consumer are compatible with self-direct guidelines.
7. Responsible for reporting to the team in a timely manner all progress and accurate information of the consumer and the suitability for successful participation in the SDPAS.
8. Responsible for setting up the Case Service Record for the member upon acceptance by the team into the program within two working days.
9. Responsible for completion of all CFCS/SDPAS forms, including Person Centered Plan, Recertification, Service Plan, intake forms, and faxing of appropriate forms to MPQH, retaining forms and fax cover sheet, and inputting them into the consumer file and online document database.
10. Responsible for scanning all program-related documents into the company's online database within one working day of the faxing of the intake form to MPQH.
11. Responsible for maintaining accurate case notes, records, and documentation of all things pertaining to ongoing service delivery.

Program oversight

1. Assist the Program Manager in the internal document review process as assigned.
2. Schedule all 180-day and Annual visits for consumers the month prior to the visit as directed by the Program Manager, per state Medicaid Policy, and report any concerns with the SDPAS program team at team meetings.
3. Send out all schedule confirmation letters within one working day of the scheduling of the visit.
4. Responsible to check Medicaid eligibility at the beginning of each month with documentation in online program, and notification to program manager and assigned EVV Facilitator.

5. Responsible for consistent and accurate communication with assigned EVV facilitators and assisting EVV with PCA and Consumer contact for timecard correction needed.
6. Responsible for ensuring all online case service records are updated with accurate documentation to ensure the EVV review process is exacting to the consumer's needs.
7. Assist with quality assurance process for SDPAS, including but not limited to case service records, service delivery records, and Medicaid billing.
8. Assist with written correspondence for the SDPAS program on an as-needed basis.
9. Participate in all assigned meetings within department and company-wide.
10. Responsible for scanning of Medicaid documentation and ensuring duplicate records are complete, accurate, and maintained offsite.
11. Assist with EVV and Medicaid billing and HHSM software as needed.

Support Agency Operations

1. Provide other office support as needed.
2. This is a non-exempt status. The pay rate is dependent on caseload, quantity/quality of work, duration of employment, experience, and education, as well as contingent on continued grant funding.

General Duties

1. Utilize the computer for reports, consumer progress notes, email correspondence, and Internet search; use the fax machine, copier, and scanner for required administrative tasks.
2. Comply with all LIFTT policy and procedures.
3. Travel as required to carry out assigned duties and responsibilities. Some occasional overnight travel will be required.
4. The successful candidate will maintain the utmost professionalism and manner of speech and will always observe the professional dress code, including when attending functions that support LIFTT outside of the main office location.
5. Responsible for working as a member of a professional team and for maintaining successful and positive relationships with management, co-workers, trainees, and/or volunteers, consumers, community representatives, and the public.
6. Participates in planning, development, and implementation of program innovations designed to meet emerging consumer and community needs.

7. Have knowledge of and the ability to communicate the five core services of independent living to consumers and communities, including individual and systems advocacy, information and referral services, peer counseling, independent living skills training, and working on deinstitutionalization and youth transitions services.
8. Assist and advocate for the development of new programs/services for people with disabilities to enhance independent living and consumer choice.
9. Provide outreach and education to at least one outside community agency monthly with LIFTT and the services it provides.
10. Refer to IL Specialist consumers who need access to other agencies/community partners that may assist the consumer in meeting his/her goal of independent living.
11. Meet with consumers in their own homes, at designated offices, and by phone as needed to ensure continued consumer satisfaction and progress toward independent living plan goals.
12. Have knowledge of services in the area of Employment, Housing, Transportation, Americans with Disabilities Act, or a specialist area.
13. Participate in the internal quality assurance process
14. Maintain accurate and timely documentation, including paper and electronic consumer files.
15. Provide education regarding disability through workshops, presentations, community affairs, and seminars.
16. Maintain appropriate, positive, and professional interpersonal relationships with staff, peers, consumers, volunteers, and other stakeholders.
17. Attend and participate in LIFTT and state-sponsored training courses as required.
18. Maintain confidentiality of both consumer and LIFTT, Inc. information.
19. Abide by the policies and procedures as outlined in the LIFTT Employee Handbook.
20. Excellent oral communication skills, written communication skills, and interpersonal skills.
21. Excellent organizational skills.
22. An ability to work productively and independently.

Other Job Functions

1. Attend staff meetings as required.
2. Attend other meetings as required.
3. Presentations to community agencies as requested.
4. Participate in training new CFCS - SDPAS staff, as requested. Occasional work beyond the normal schedule may be required.
5. There is a 12-month probationary period.
6. This position is contingent upon continued funding and program success.
7. A criminal background check is required.
8. Answer phones as needed and assist with general office duties as needed.
9. Other duties as assigned.

The above declarations are not intended to be an all-inclusive list of duties and responsibilities of the job described, nor are they intended to be such

a listing of skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job. LIFTT reserves the right to modify, add, or remove duties and to assign other duties as needed.

I have read and understand the duties outlined in this job description. My signature indicates my commitment to perform these duties to the best of my ability and to the satisfaction of the evaluation process to be completed to measure the duties outlined.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Work Location: In person