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211 Smith Street, Sheridan, WY 82801 (307) 672-2240

August 02, 2024

Medicaid Access Care Coordinator

Are you passionate about making a difference in the lives of older adults and individuals with disabilities? Do you possess strong organizational and communication skills? If so, The Hub on Smith is looking for you!

**About Us:**

The Hub on Smith provides comprehensive services that promote independence, quality of life, and dignity. We work closely with our community to ensure that those we serve receive the best possible care, support and resources.

**What We Offer:**

* A supportive and collaborative work environment.
* Ongoing training and development opportunities, including Access Care Coordinator certification.
* The opportunity to make a meaningful impact on the lives of those in your community.

**About the Position**

This is an exciting full-time, professional- level position that works closely with older adults and individuals with cognitive and/or physical limitations, their families, caregivers, and other professionals in the community. The role is essential in assisting people to remain independent in their homes, ensuring they receive the support and services needed to maintain their quality of life.

Join us in our mission to celebrate and serve older adults for the betterment of our community. Apply today to become part of The Hub on Smith team and help make a difference!

For more information and to apply please visit our website at [www.thehubsheridan.org](http://www.thehubsheridan.org) or you can submit your cover letter, resume and application to [tburt@thehubsheridan.org](mailto:tburt@thehubsheridan.org).

Warm Regards,

Taisshia Burt

Director of Human Resources

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**Title:** Medicaid Access Care Coordinator

**Location:** 211 Smith Street, Sheridan, WY 82801

**Reports to:** Support Center Manager

**ESSENTIAL JOB FUNCTIONS**

**Client Assistance and Service Coordination**

* Provides one-on-one assistance, information, and services that promote independence, quality of life, and dignity.
* Provides service coordination including intake, evaluation, plan of care development, implementation, and supervision.
* Makes home visits to clients and caregivers.
* Provides information, assessment, plan of care development, implementation, service termination, follow-up, and quality assurance.
* Facilitates services for individuals as needed.
* Assesses individual progress and functioning.
* Arranges meetings for effective service delivery.
* Acts as a liaison with other organizations involved with clients.
* Conducts ongoing training for clients and caregivers.
* Helps Medicaid recipients of the Community Choices Waiver in obtaining services.

**Program Management and Coordination**

* Uses designated software for care coordination (ServTracker and Alora).
* Reports monthly service units for SAMS.
* Maintains accurate program records.
* Ensures confidentiality and HIPAA compliance.
* Reports health and safety concerns immediately.
* Participates in annual planning and budget development.
* Works with administrative staff to meet organizational goals.
* Participates in program development weekly.

**Community Engagement and Collaboration**

* Works effectively with available resources.
* Collaborates with community agencies and professionals.
* Informs and updates staff about community resources.
* Communicates information affecting older adults and the public through media and publications.
* Attends community meetings.
* Connects assigned clients to community and The Hub on Smith resources.

**Physical Demands**

* Occasionally transfers and lifts equipment.
* Frequently communicates and exchanges information.
* Frequently travels locally.
* Regularly observes and assesses clients, staff, and volunteers.
* May sit at a computer station for extended periods.
* Drives to home settings, providing own transportation with a valid license and insurance.

**Special Knowledge, Skills, and Abilities**

* Knowledge of issues affecting older adults and people with disabilities.
* Effective oral and written communication skills.
* Good organizational and time management skills.
* Ability to work independently and as a team member.
* Proficiency with computers, including Microsoft Office, the Internet, and program-specific software.
* Access Care Coordinator certification preferred (training available by The Hub on Smith).

**Minimum Qualifications**

* At least 21 years of age.
* High school diploma or GED.
* Meets one of the following criteria:
* Completed at least forty-eight (48) semester hours or seventy-two (72) quarter hours of post-secondary education in a related field.
* At least two (2) years of experience in social services working with the elderly or people with disabilities.
* Valid driver’s license and a safe driving record.
* Ability to pass a Central Registry and Division of Criminal Investigations background check.

*Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Senior Citizens Council is an equal opportunity provider and equal employment opportunity and at-will employer.*