

**KIPDA
POSITION DESCRIPTION**

Class Title: Person Centered Service Plan (PCSP) Specialist

Division: Social Services

Supervisor: Waiver Coordinator

Supervises: None

Class Characteristics: Under the direction of the Waiver Coordinator, this position is responsible for working with waiver participants, representatives, and/or legal guardians in developing the Participant Centered Service Plan for individuals who choose the Participant Directed option of the Home and Community Based Services Medicaid Waiver. This position ensures that waiver services are in compliance with Medicaid, Department for Aging and Independent Living (DAIL), and KIPDA policies.

General Duties and Responsibilities:

Essential:

1. Works within the Medicaid Waiver Management Application (MWMA) to monitor and track waiver participants.
2. Ensures home visits are completed to develop initial and ongoing plans of care and then processes all Participant Centered Service Plans for prior authorization.
2. Works with Quality Assurance Manager to assure that participant's case files are aligned with KIPDA, DAIL, and Medicaid quality standards.
3. Assists Waiver Service Advisors in completing modification requests and to assure timely services are provided during reapplication.
4. Tracks and reviews all recertification packets and case files at recertification to ensure compliance with all regulations and policies.
5. Completes home visits for regular monthly visits as assigned and completes required documentation.
6. Participates in DAIL Trainings and meetings as assigned.
7. Participates in monthly team meetings as initiated by Waiver Coordinator.
8. Provides a person-centered team approach to those participants that have a multi member plan/team.
9. Trains participants/representatives on the Participant Directed Services (PDS) regulations and policies of the program.

10. Trains the participants/representatives the PDS timesheet protocol and their duties as the “employer of record”.
11. Provide documentation of home visits/plan meetings.
12. Refer participants to other programs as appropriate.
13. Perform other duties as required.

Non-essential: None.

Desirable Qualifications:

Training and Experience: Bachelor’s or master’s degree in health or human services related field with a minimum of one year in case management experience in the area of aging and/or disabilities. OR a RN with 2 years of experience as a professional nurse in the field of aging or disabilities. Experience in community-based Medicaid Waiver is preferred.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of federal and state statutes, regulation, and policies relating to aging and disability issues.
2. Thorough knowledge of Medicaid Waiver program regulations and guidelines.
3. Thorough knowledge of community resources to assist clients with needs of food, shelter, transportation, etc.

Skills:

1. Skill in use of computers and applicable applications.
2. Skill in the preparation of detailed reports and plans.
3. Skill in strong interpersonal skills relating to the elderly and individuals with disabilities.

Abilities:

1. Ability to formulate comprehensive planning, policies, and procedures and to communicate them clearly and concisely, both oral and written.
2. Ability to establish and maintain effective working relationships with co-workers, clients, family members, and professional staff.
3. Ability to prioritize work, meets deadlines, schedule and keep appointments.
4. Ability to keep accurate records.
5. Ability to maintain composure under stressful situations.
6. Ability to work independently.

Additional Requirements:

Instructions: Detailed and specific covering all aspects of the work.

Processes: Occasionally must consider different courses of action or deviate from standard operating procedure to complete work.

Review of Work: Supervisor reviews effectiveness of waiver team oversight.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: Normal office equipment (computer, copier, telephone, fax machine, etc.); must operate vehicle as a job requirement.

Physical Requirements of the Job: Work is typically performed while sitting at desk or table with intermittent standing, stooping and walking; lifting light objects (less than 25 pounds) is a job requirement; operating a vehicle is a job requirement; work is performed indoors and outdoors, regardless of weather; work is performed in a noisy place; work requires being in high places, confined spaces, or using stairs or ladders.

Contacts: Occasional to frequent public and private contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Heavy

Interruptions: Constant

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: N/A

Certification Requirements: See Training and Experience Requirements. Must attend regularly provided training to maintain certification. Registered Nurses and Licensed Practical Nurses must maintain licenses as a condition of continued employment in the class.

Additional Requirements: None

Overtime Provision: Exempt

Beginning Salary: \$40,000

EOE