**Position**: IMCW II – Special Programs

**Position Status**: Full-Time

**Department**: Social Services

**Salary**: $40,366.54

**Opening Date**:June 29, 2022

**Closing Date**:July 13, 2022

**Position Description**:

An employee in this class is responsible for the total process of determining or re-determining applicant eligibility in income maintenance programs which includes the intake, processing, and review functions. Work involves intake, processing applications, and ongoing maintenance. The employee should have good judgment, scheduling, and decision-making skills. Work involves in-person client contact and/or telephone contact. Employees in this class have the additional responsibility than that of the IMCW II Universal Caseworker to include a higher level of Adult Medicaid responsibility and knowledge, specifically in the areas of Long Term Care, Program of All-intensive Care for the Elderly (PACE), Community Alternatives Program (CAP), Special Assistance In-Home Program Eligibility, and special SSI cases. The complexity of this work requires a greater level of analysis and evaluation, coordination with internal and external providers, and policy knowledge than the IMCW II Universal Worker. The worker will have considerable interaction with nursing and assisted living facilities, Health Keeperz, PACE, authorized representatives, social workers, and family members. This position reports directly to an Income Maintenance Supervisor II and is under the general direction and supervision of the Assistant DSS Director.

**Responsibilities**:

* Interviews the client and/or family members to obtain necessary information for application, redetermination, and changes in the client's situation.
* Contacts persons and various organizations as required to verify information obtained on the application and/or re-certification form.
* Conducts verifications according to policy and completes only when necessary.
* Obtains all necessary information.
* Evaluates in accordance with program policy and procedures to determine eligibility.
* Enters all information into computer.
* Notifies clients as to the status of their eligibility.
* Evaluates five years of bank statements to determine if transfers occurred causing the client to be sanctioned.
* Evaluates deeds for any transfer of property causing a client to be sanctioned.
* Determines accurate patient monthly liability for long-term care.
* Communicates to the client and family members the policies and protocols for more difficult programs.
* Assumes responsibility for applications that require more extensive troubleshooting and/or engagement with outside agencies to gather required information and to make eligibility decisions.
* In the event of an emergency, as determined by the County Manager or designee, participation in preparedness and response operations is expected. The employee is required to fill a temporary assignment in a role different from standard duties, work hours, and/or work location in preparation for, during, and after the emergency. The employee is also required to participate in relevant exercises and regular preparedness training.
* Works with generated reports, as indicated by Supervisor.
* Attend all required / suggested training.
* Performs related duties as required.

**Qualifications**:

* One year of experience as an Income Maintenance Caseworker I and Graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum; or
* Graduation from high school and two years of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks with at least one year of such experience being in an income maintenance program; or
* Graduation from high school and three years of paraprofessional, clerical or other public contact experience which included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks; or
* An equivalent combination of training and experience.
* A full year of Income Maintenance Casework in Medicaid is required.
* Must have a demonstrated high degree of error-free work and the ability to work independently.
* Must have demonstrated the ability to be proficient in and to apply Medicaid policy in the areas of: MA-2270, MA-2275, MA-2280, and SA-5200.