

**St. Lawrence:**

156 Center Street, Massena, NY 13662  
Ph: 315-764-9442 Fx: 315-764-9464

**Franklin:**

3372 St. Rt. 11, Ste D, Malone, NY 12953  
Ph: 518-483-2151 Fx: 518-483-7491

**Jefferson & Lewis:**

120 Washington St., #430, Watertown, NY 13601  
Ph: 315-764-9442 Fx: 315-405-4991

---

### CDPAS Program Specialist

The Mission of the MILC is to empower people with disabilities to live more independent and productive lives, and to promote beneficial policies and community understanding of disability issues. The Consumer Directed Personal Assistant Services (CDPAS) program is a home health care program where the consumer directs, employs, and trains a personal assistant of their choosing. MILC operates the program and serves as the fiscal intermediary.

**RESPONSIBILITIES:**

- Provide information on the CDPAS program to potential consumers and assistants
- Process employment paperwork and status for all assistants (employees) of the CDPAS program
- Contact, schedule, and meet with potential CDPAS assistants or consumers
- Maintain CDPAS consumer and assistant files and annual updates
- Assemble consumer and assistant orientation packets
- Orient consumers and assistants at the request of the CDPAS Program Coordinator
- Submit and process assistant criminal background checks, medical documentation, and required employment documentation
- Maintain a system to assure that personal assistants have submitted all necessary requirements according to schedule
- Maintain all assistant and consumer data in multiple databases
- Update assistant availability lists
- Respond to consumer and assistant phone calls within 24 hours
- Produce outreach materials upon request
- Perform any other duties as deemed legally and ethically necessary by the supervisor

**SUPERVISION:**

Works under direct supervision of the CDPAS Program Coordinator and Director of CDPAS team.

**STANDARDS OF PERFORMANCE:**

Must at all times perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.

**QUALIFICATIONS:**

- Associate's degree in administrative assistant or related field with one (1) year experience or High School Diploma (GED) with three (3) years of general office experience or five (5) years of general office experience preferred. Professional and life experience may be considered in lieu of academic credentials.
- Must be efficient and effective in the use of; computers, email, word processors, spreadsheets, databases; multi-line telephones and voice mail systems; copy/fax/scan printing machines; filing and

maintaining professional office organization. Must have excellent in-person, telephone, and written communications skills.

- Must be organized and able to manage diverse tasks and deadlines in cooperation with co-workers and supervisors.
- Personal experience of a disability preferred, but not required. Persons with a disability, racial, and ethnic minorities are encouraged to apply. MILC is an Equal Opportunity Employer.

OTHER:

- Travel may be requested and will be reimbursed by MILC
- 9:00AM-5:00PM Monday-Friday

\*This description may not include all of the duties; knowledge, skills, or abilities associated with this position and will be modified as the need arises.

Rate of Pay: \$12.50 per hour, 40hpw, non-exempt