Title: CDPAS (Consumer Directed Personal Attendant Services) Coordinator

Immediately Reports to: Director of CDPAS

Location: Massena, NY

Serves: St. Lawrence County

Status: Full Time, Non-Exempt

Hours: Monday-Friday 9AM-5PM, 40hpw, $15.87/hr

Position Overview:
The CDPAS Coordinator works as part of a team to assist individuals with disabilities to become enrolled in MILC’s CDPAS home healthcare program. The Coordinator is responsible for educating consumers and community members about the program and providing assistance with the application and orientation process. As well as ensuring all documentation requirements are met and acting as the liaison between consumers and their insurance plans. The successful Coordinator will act as a team leader, making sure tasks are completed, and that all members of the team are communicating in their daily processes. With MILC’s CDPAS services available throughout multiple counties, the Coordinator’s ability and willingness to travel is required.

Key Responsibilities:
- Compile demographics, data, and required documentation
- Utilize computer and databases to maintain files, lists, spreadsheets, charts, and tracking dates
- Copy and distribute documents and confidential reports to supervisors and program managers
- Complete and distribute reports as requested
- Answer telephones and direct consumers/aides to appropriate agencies for services; connect callers with proper individuals within the Home Health Care community, and answer routine inquiries about CDPAS programming and regular services
- Communicate with consumers/aides about CDPAS questions and concerns
- Prioritize daily work assignments
- Ensure documents are submitted in a timely manner
- Ensure databases are updated in a timely manner
- Monitor program compliance on a daily basis
- Collect applications, schedule and provide orientations, and track the needs of the consumers and aides
- Provide in-home visits to enroll individuals in the CDPAS program
- Monitor care plan compliance
- Track time sheet compliance of consumers/aides
- Assist with providing accurate narrative and statistical reports
- Assist with the eligibility and screening process for CDPAS and make appropriate referrals for Medicaid eligibility determination
- Assist with copying, faxing, scanning, and distributing documentation
- Complete annual in-home visits to the consumers enrolled in the program
- Attending meetings as a CDPAS and MILC representative
- Attend trainings as assigned
- Provide outreach of MILC’s CDPAS and services throughout assigned county(s) and other areas as assigned
- Act as a team leader for other CDPAS staff. Effective team leadership includes patience, understanding, encouragement, and communication that is open, safe, calm, and disability sensitive.
• Act in a manner consistent with the Independent Living Philosophy
• Other duties as assigned

**Work Experience Requirements:** Two to Five years of Leadership experience preferred. Experience working in a health field preferred.

**Education Requirements:** Associate degree in Human Services, Program Management, Administrative Services, or related, preferred. Other educational degrees and work histories will be considered.

**Knowledge:** Computer skills are required including MS Office products, email, as well as office machines including fax, copier, computers, printer, and scanner.

**Skills:** Must have very strong organizational and workload management skills. Must be able to multitask and pay very good attention to details. Other skills desired are telephone, computer, oral and written communication, interpersonal skills, and confidentiality. As a team leader – it is important to be understanding, patient, encouraging, and have open communication with other team members.

**Other:** Driver’s License with mode of transportation and valid insurance required.

**Benefits:** A generous benefits package is provided including:
  • Paid sick, vacation, personal, holidays, snow days, bereavement, jury duty pay
  • Generous health/dental/vision insurance for the individual employee with a low monthly premium of 25.00
  • Paid lunch and breaks
  • 403(b) retirement plan
  • And more

The above statements are intended to describe the principle functions of the position. They are not intended to encompass all duties. MILC is an Equal Opportunity Employer. Woman, Minorities, and Individuals with Disabilities are encouraged to apply.