

CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES POSITION POSTING

(Applications for the following positions may be downloaded from the website at www.clermontdd.org or obtained in the Human Resources Department, located at the Thomas A. Wildey Center, 2040 St. Route 50, Batavia, Ohio between the hours of 8:00 a.m. and 4:00 p.m.)

AVAILABLE POSITION: **Medicaid Account Clerk 3**
(Replaces G Fawley)
12 Months per Year (255 days), 40 Hours per Week
Non-Bargaining Position

IMMEDIATE SUPERVISOR: Medicaid Manager

DUTIES: (Summary Only)

QUALIFICATIONS: The purpose of the Medicaid Account Clerk position is to provide clerical support associated with accounting functions that prepare, process & maintain accounting records & summarize business or financial transactions.

Works with Medicaid Manager to ensure that appropriate information is provided (accurate and timely). Assist Medicaid Manager in monitoring and tracking all DODD Waiver redeterminations which includes requesting documentation (FOC and funding information) from Service Support Administrators (SSA). Assist Medicaid Manager with PAWS entry, download into Gatekeeper and mailing PAWS confirmation to individuals and guardians. Accompany Medicaid manager when meeting with SSA, providers and DODD to discuss and review waiver eligibility and financial information. Assist Medicaid manager with monitoring SSA Submission of IO Waiver prior authorizations.

Promotes and implements the mandates and goals of the Clermont County Board of Developmental Disabilities in a professional, positive, and efficient manner (SURE Core Values). Maintains regular attendance and consistent, punctual work schedule. Works cooperatively with other staff, parents, caseworkers, medical personnel, specialists, etc. Develops and demonstrates knowledge of current developments in field (e.g., participates in Employer provided training, etc.) As required; lifts, positions and moves clients in a safe manner; according to in-service training, using proper lifting techniques. Performs other related duties as required or assigned.

Must be willing to learn and ultimately possess the knowledge, values, attitude and skills required to contribute to a trauma-informed community. Strive to create an environment that respects the perspectives and experiences of individuals, families, staff and communities we serve by practicing the Sanctuary commitments. As an employee of the Clermont County Board of DD, the Medicaid Account Clerk 3 shall comply with all Board policies at all times and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by the Board. The employee shall also demonstrate cultural sensitivity to diversity of beliefs, values, and family structures. Many of the individuals we work with have often experienced interpersonal trauma or suffered difficult losses. Therefore, it is imperative that our organizational culture be sensitive to how these experiences have shaped the world view of those we serve.

MINIMUM QUALIFICATIONS:

Completion of secondary education with coursework in public accounting, bookkeeping and office practices and procedures supplemented by two (2) years related experience or five (5) years' experience in bookkeeping and office practices, computer knowledge. Possesses valid Ohio Driver's License. Successfully pass pre-employment criminal background check, Abuser Registry check, Nursing Registry check, and post-offer/pre-employment physical exam with drug testing and all other registry checks as required by Statute.

SALARY: \$15.90 – \$17.49 per hour (depending on experience)
POSTING DATE: 1-3-2019
APPLICATION DEADLINE: Until filled
SEND APPLICATIONS TO: Kathy Booth
Human Resources Coordinator
Clermont County Board of DD
2040 US Highway 50
Batavia, OH 45103
cbooth@clermontdd.org