

DIVERSIFIED HUMAN SERVICES, INC.

JOB VACANCY NOTICE

POSITION: In-Home Scheduling Specialist

PAY GRADE: 10

WAGE: \$25,077 (as a minimum)

ESSENTIAL FUNCTIONS:

- Coordinates the implementation and ongoing scheduling of the In-Home Services Program, and ensures that all service authorizations are followed appropriately.
- Scheduling new consumers, existing consumers, emergency staffing, call-offs, request-offs, etc.
- Composes schedules that meet the type, scope, amount, duration, and frequency of the provided service authorization.
- Conducts successful task and/or assignment completion, including emergency situations, within established procedures and protocols.
- Records attendance for Compassionate Care Specialist.
- Records complaints from Compassionate Care Specialists, consumers, and consumer's families.
- Creates and maintains schedules in HHA Exchange and Agency Database.
- Assists payroll in verifications of shifts and missed services.
- Assists Compassionate Care Specialist with EVV/Telephony, on an as need basis
- Responsible for providing information to Compassionate Care Specialist, service coordination entities, and consumers in regards to scheduling.
- Maintains and processes records, client information, various program forms, and chart order.
- Timely preparation and submission of all required program reports, records and documentation, in accordance with regulatory standards and program policy.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Associate Degree in a Human Services Field or Business with one year work experience; or a High School graduate with two years of related work experience. Related work experience, includes that which requires daily contact with the public and documented experiences.
- Demonstrated proficiency on a typewriter and/or computer keyboard, at a minimum speed of 45 words per minute with no more than 3 errors.
- A minimum of two years' experience with scheduling 100+ staff.
- Ability to utilize Microsoft Office products, specifically Excel Spreadsheets.
- Demonstrated ability to establish and maintain an effective working relationship with supervisors, internal staff and consumers.
- Ability to sit for long periods of time during the workday.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearances.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care providers.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#18155-NO LATER THAN JULY 28, 2018.

EQUAL OPPORTUNITY EMPLOYER