

Job Vacancy Notice

Become a leader...Become an innovator...Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS!

POSITION: Service Coordinator (Full-Time)
Community Health Choices (CHC) Waiver -Charleroi, PA

PAY GRADE: 14

WAGE: \$38,376 (as a minimum)

ESSENTIAL FUNCTIONS:

- Facilitates the Person Centered Service Planning (PCSP) process for participants who receive managed long term care services and supports, enabling them to remain in their home.
- Develops and maintains Person Centered Service Plan (PCSP) required for participant.
- Develops and manages an individual integrated care plan encompassing Medicare medical services, Medicaid long term services and supports (CHC), behavioral health services and community services (i.e. resource benefits, housing, etc.)
- Coordinates and manages both Medicare and Medicaid services to maximize participant benefits and minimize costs while safely maintaining participants in a community setting.
- Monitors the effectiveness of the PCSP implementation through follow-up calls and visits at prescribed intervals.
- Ensures that the consumer is receiving the correct type, scope, amount, duration and frequency of services.
- Effectively responds to transitions to and from all care settings, including but not limited to the hospital, skilled nursing facility and the participant's home.
- Educates participants about the importance of advance directives.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, as well as agency policies and procedures.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Social Work, Psychology, or related human services field from an accredited college or university and three (3) years related experience.
- Demonstrated knowledge of financial entitlement programs and health/social services available to the consumers.
- Demonstrated ability to make incisive observations, obtain vital information and make appropriate recommendations during consumer/family interviews and/or with reviewing case records.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the Pennsylvania Department of Human Services and FBI Fingerprint Clearances.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Available for after hour services.
- Ability to transport oneself, as necessary, in performance of essential functions.
- Ability to interpret detailed medical records and documentation obtained from health care providers.
- Demonstrated ability to handle consumers with chronic mental health conditions.
- Ability to work independently following established policies and procedures.

QUALIFIED INDIVIDUALS- SUBMIT A LETTER OF INTEREST TO SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, email naffinito@sphs.org or kjohnson@sphs.org ATTENTION: POSTING#1967.

EQUAL OPPORTUNITY EMPLOYER