



PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

www.perrydd.org

David C. Couch, Superintendent

JOB POSTING

Internal and External Posting

POSITION:

WAIVER SPECIALIST

SUPERVISOR:

MEDICAID SERVICES MANAGER

REQUIREMENTS/QUALIFICATIONS:

- Minimum of Associate's Degree; Bachelor's Degree preferred
- Minimum two years' experience with Medicaid Waivers preferred
- Good oral and written communication skills; advanced computer skills
- Valid driver's license, good driving record and reliable and insured personal vehicle for transportation

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of agency, state, and federal statutes, rules policies, regulations and/or procedures governing Medicaid Waiver services
- Knowledge of Medicaid Waiver Services, funding and costing
- Skills in the proficient use of computer programs and accessing web-based applications
- Skills in basic math and problem solving
- Ability to prioritize tasks; manage time and competing demands to meet deadlines
- Ability to exercise flexibility and capacity to address emergency needs
- Ability to maintain confidentiality and follow the appropriate chain of command

STATUS/SALARY:

Position is classified, non-exempt, and overtime eligible; salary range is to be determined. Education and experience will be considered for range placement.

LOCATION:

5720 State Route 345 NE, New Lexington, OH

SCHEDULE:

Flexible working hours; but not routinely work more than 40 hours per week. Schedule may include work after normal business hours. Regular, predictable attendance is an essential function of the position.

APPLICATION PROCESS: Call 740-342-3542 or email j.stroup@perrydd.org to request the PCBDD *Employment Application* form. Forward applications and/or resumes to Human Resources Director, Jessica Stroup via mail: 5720 State Route 345 NE, New Lexington (*please note change of location*); email j.stroup@perrydd.org; or fax: 740-342-1081.

Interviews will be scheduled only for those candidates who best meet the above requirements.

POSTING EFFECTIVE DATE: Friday, January 18, 2018 **POSTING REMOVAL DATE:** Friday, February 1, 2019

Administration
Office
5720 State Route
345 NE
New Lexington, OH
43764
(P) 740-342-3542
(F) 740-342-1081

Service & Support
Administration
445 West Broadway
Street Suite C
New Lexington, OH
43764
(P) 740-342-0416
(F) 740-342-5568

Children's Program
128 South Main
Street
New Lexington, OH
43764
(P) 740-342-7722
(F) 740-342-0418