



**Position:** **Director of Medicaid Service Coordination**  
**Program/Department:** Community Supports for Individuals with Developmental Disabilities  
**Reports to:** Division Director - Community Supports for Individuals with Developmental Disabilities  
**Work Location:** 285 Schermerhorn Street, Brooklyn NY  
**Hours:** Full Time

**Position Summary:**

The Director of Medicaid Service Coordination will ensure quality MSC services are provided by the MSC staff that s/he manages; making sure that the program is in compliance with all applicable state, federal and agency regulations and policies. The Director will provide administrative and clinical supervision for staff, ensure effective coordination of services and provide quality assurance for the department. The Director will work to further develop strong and positive team dynamics, and to ensure best practices are followed throughout the department. This leader will be adept at relationship building, program development and have an entrepreneurial spirit that thrives on change and growth.

**Responsibilities:**

- Develop an annual budget in collaboration with finance and senior management;
- Manage program budget;
- Ensure high quality person-centered-services are provided by staff, through the provision of training, other professional development initiatives and oversight;
- Ensure department adheres to government, funder and agency policies and procedures including.
- Ensure department complies with HIPPA regulations;
- Hire, on-board, train and manage a staff of 8-10 people;
- Supervise two MSC supervisor's;
- Seek, discover and deploy "best practices";
- Develop, maintain and submit all required documentation, reports and data in a timely manner;
- Lead and support MSCs to provide quality advocacy and coordination of services and information among the consumer's program and service providers;
- Manage special projects as required;
- Participate in agency wide groups and meetings as required;
- Assist with development of funding proposals as needed; and
- Conduct or manage other tasks as may be required.

**Qualifications:**

- BA in social work, psychology, or other Human Services field required;
- Prior Supervisory experience and experience in ID/DD or related social service experience;
- Excellent communication skills in both speech and writing, adept at public speaking;
- Strong leadership, management, supervisory and team-building skills, including the ability to motivate and align staff to changing priorities and approaches;
- Bilingual (English/Spanish) a plus.

**Contact:**

Email Resume and Cover Letter to:  
Rose Sauls, Division Director  
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