



**Position: Medicaid Service Coordinator**

Reports to: Program Supervisor

Work Location: 285 Schermerhorn Street

Hours: Full Time

**Position Summary:**

BCS's Medicaid Service Coordination provides assistance to people with developmental disabilities in gaining access to necessary services and supports appropriate to their needs and life goals. It is provided by qualified service coordinators and uses a person-centered process to develop, implement, and maintain an Individualized Service Plan (ISP).

**Responsibilities:**

- Develop, implement, maintain, review, and oversee the Service Plans for a caseload of 33 MR/DD consumers. Maintain and oversee case records to meet audit standards.
- Liaise with other service providers to ensure coordination of services on behalf of consumers.
- Locate resources, programs, and other services for consumers. Assist consumers in maintaining Medicaid and eligibility for services.
- Conduct face-to-face meetings and other contacts with consumers, including visits to their homes. Hold family and advocacy meetings to ensure service satisfaction.
- Respond to on call emergencies.
- Comply with all OPWDD trainings
- Other responsibilities as needed.

**Qualifications Required:**

Bachelor's degree in a health or human service field required. One-year experience working with individuals with developmental disabilities or one-year experience working as a service coordinator with any population required. With a Master's degree in a field of human services, the minimum work experience is not required. Good oral and written communication skills. Must be skilled in handling emergencies and urgent matters while staying organized. Must be flexible to do field work and be on call as needed. Bilingual (English/Spanish) preferred.

**Qualifications Preferred:**

Bilingual Spanish

**Contact:**

Email cover letter and resume to:

Christina Mercado, MSC Supervisor

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