

Middle Alabama Area Agency on Aging – Job Announcement



Job Title: Initials Medicaid Waiver Case Manager

Reports to : MWS Initials Coordinator

Job Location: Office Location - Alabaster; Central Region (Blount, Chilton, Shelby, St Clair and Walker counties)

Job Status: Full-time, Exempt

Information about the Medicaid Waiver Service Program for the Elderly and Disabled Summary - The purpose of the Elderly and Disabled Waiver Program is to provide home and community-based services to elderly and disabled individuals in the community who would otherwise require nursing facility care. This waiver is aimed at providing quality and cost-effective services to individuals at risk of institutional care. The Alabama Medicaid Agency serves as the administering agency for this program and the Alabama Department of Senior Services serves as the Operating Agency. Services provided under this waiver are case management, personal care, homemaker services, respite care (skilled and unskilled), companion services, adult day health, and home delivered meals.

This waiver includes a consumer directed care initiative called Personal Choices. Personal Choices is offered statewide. This state plan option gives individuals the opportunity to have greater involvement, control, and choice in identifying, accessing, and managing their long-term services and community supports. This Program allows self-direction for Personal Care, Homemaker, Unskilled Respite, and Companion services. All participants are given the opportunity to choose between the Personal Choices Program and traditional waiver services through the E&D waiver.

Essential Duties and Responsibilities: The Middle Alabama Area Agency on Aging is seeking qualified candidates for a Medicaid Waiver Case Manager position. Potential candidates must adhere to ethical behavior and HIPAA compliance; establish and maintain positive working relationships; communicate effectively; and foster teamwork. Applicants must possess time management and organizational skills. Ability to drive an automobile and carry 100/300/100 liability insurance, possess a valid driver's license and maintain automobile liability insurance is required.

- Conducts Initial Home Visits for the MWS Elderly and Disabled Program and completes the medical and determination process. Collaborates with the MWS Initials Coordinator and RN Supervisor as needed to complete applications to the Alabama Department of Senior Services (ADSS).
- Provides short-term case management in the home setting as may be needed to ensure that consumers complete all documents needed for the EDW program.
- Assists in follow up on pending referrals as needed and on rejected applications by working with consumers, their medical doctors, the Alabama Department of Senior Services, and the Medicaid District Offices, as needed, to expeditiously address any problems with the EDW application.
- Performs reassessments periodically if client goes to nursing home or becomes financially ineligible and then eligible again – application is re-sent to ADSS.
- Must meet the policies and procedures of Alabama Medicaid.
- Other duties as assigned.

Education and Experience:

- Bachelor's Degree in social work, psychology or related field is required.
- Preferred experience in social work, especially the geriatric population.
- 1-year home visit experience and/or LBSW – can be obtained through work experience.

Relevant Knowledge:

- Knowledge of social work principles and interviewing techniques.
- Working knowledge of Microsoft Office and general office procedures.
- Ability to communicate clearly and effectively, both verbally and in writing.