

Intake Specialist for Specialized Services

Great Remote Opportunity!

SeniorsPlus has an immediate opening for a full-time, **40** hours/week position to support the Atypical Services program. This position provides administrative support and is responsible for reviewing, accepting, and entering referrals for in-home services that include home modifications, Personal Emergency Response Systems, Assistive Technology Services, Nursing Facility respite, Household start-up and Independent Living Assistance.

Responsibilities

- **Collaborate with internal and external clients to ensure appropriate services are provided to clients in a timely manner and as specified by program rules**
- **Provide support with activities related to implementing referrals and ensuring that they adhere to organizational standards and MaineCare authorizations and service plans**
- **Maintain documentation to support billed services**
- **Provide outstanding customer service to internal and external clients**

Qualifications

- **Associate's degree in Administration, or high school diploma with a minimum three years' experience in computerized systems**
- **Will consider a combination of five years education and customer service experience.**

Job Type: Full-time

Pay: \$17.00 - \$19.00 per hour