

Specialized Services Referral Coordinator

SeniorsPlus has an immediate opening for a full-time, **40** hours/week position to support the Atypical Services (Specialized Services) Program. This position can be remote.

The Specialized Services Referral Coordinator is responsible for administrative support and implementation of the Home and Community Based Benefits (Section 19) and Homeward Bound client referral process for atypical provider services that includes Personal Emergency Response, Facility Respite, Environmental Modification and Assistive Technology, as well as implementation of the Home Based Supports and Services (Section 63) client referrals for Environmental Modification only.

Responsibilities

- **Collaborate with internal and external customers to ensure appropriate services are provided to clients in a timely manner and as specified by program rules**
- **Provide coordination of activities related to implementing contracts and ensuring that contracts adhere to organizational standards and fund disbursements per Maine Care authorizations and service plans**
- **Maintain documentation to support billed services**

Qualifications

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

Job Type: Full-time

Pay: \$18.00 - \$20.00 per hour