



SENIORSPLUS HAS EARNED THE 2026 BEST PLACE FOR WORKING PARENTS® BUSINESS DESIGNATION IN RECOGNITION OF THEIR COMMITMENT TO SUPPORTING WORKING PARENTS THROUGH THEIR FAMILY-FRIENDLY POLICIES AND PRACTICES.



**Specialized Services Coordinator
Full-Time / Remote Position
Immediately Available!**

SeniorsPlus is dedicated to providing information and assistance to older people and adults with disabilities so that they may make informed choices and lead enriched and healthy lives. Our core services fight isolation and support independent, healthy living.

We are currently seeking a Specialized Services Coordinator to join our team. The Specialized Services Coordinator is responsible for the implementation of client referrals for Assistive Technology, Environmental Modifications, and Nursing Facility Respite under Maine's Long Term Services and Supports programs.

Responsibilities include:

- Working within an electronic database and collaborating with internal and external providers, contractors, and vendors to coordinate referrals and ensure services are implemented timely and according to program regulations.
- Collaborating with the Specialized Services Supervisor to maintain a direct service provider network for client choice applicable to service type.
- Maintaining documentation to support billed services.
- Working with the MaineCare billing department to ensure billing is submitted and providers are paid when reimbursements are received.
- Responding to client questions, concerns, and complaints in a timely manner.

Minimum Qualifications:

- Associate's degree in administration, or high school diploma in a business course with a minimum of three years' experience in computerized systems.
- Or a combination of five years' education and experience.
- Strong organizational and customer service skills required.
- Understanding of HIPAA and Confidentiality is essential.

- Must have experience working within an electronic database.
- Valid Maine State Drivers' License
- Must receive favorable results from driver's license, reference, and criminal conviction background checks for any offer of employment.
- **Must be able to balance and prioritize a high caseload in a fast-paced environment.**

Job Type & Pay:

- 40-hours per week
- \$23.45/per hour

Interested individuals should submit a letter of interest including salary requirement, and resume to jobs@seniorsplus.org, or:

Human Resources
SeniorsPlus
8 Falcon Road
Lewiston, ME 04240

SeniorsPlus is an Equal Opportunity Employer