

## NOTICE OF AVAILABLE POSITION

**POSITION TITLE:** Waiver Plan Specialist

**SALARY RANGE:** \$41,800 - \$64,370

**POSITION**

**DESCRIPTION:** Coordinates the completion, review, and approval of all Home and Community Based Services (HCBS) (waiver) Individual Support Plans (ISPs) and revisions. Reviews all HCBS/waiver ISPs and makes recommendations regarding approval to the Service and Support Associate Supervisor/designee. Provides ongoing support and technical assistance with ISP development. Ensures a focus on person centered planning and measurable outcomes.

**DUTIES:**

1. Reviews all HCBS/waiver ISPs and revisions and ensures plans are completed accurately and timely. Ensures ISPs are in compliance with all local, state, and federal rules and regulations. Works closely with the Medicaid Services Specialist to ensure fiscal accuracy. Ensures person centered planning is evident.
2. Develops and provides training on issues related to HCBS/waivers, Medicaid compliance, person centered planning, and outcomes. Updates tools and resources for SSA staff as required/needed. Attends and actively participates in the Person Centered Thinking Workgroup. Assists the Director of Quality and Support Services (QSS) with procedures related to person centered planning and HCBS/waiver requirements.
3. Provides technical assistance to SSA and QSS staff regarding plan development, CPT, outcomes, and related issues.
4. Assists the Director of QSS in monitoring/tracking the success of outcomes.
5. Maintains ongoing communication with SSA Supervisors regarding plan accuracy, timeliness, training needs, etc.
6. Serves as the liaison with DODD on Imagine IS issues, including submission of IS tickets on behalf of the county board.
7. Attends conferences and seminars as required to maintain SSA certification and to maintain

proficiency in Person Centered Planning and HCBS/waiver rules.

**RESPONSIBLE TO:** Director of Quality and Support Services

**HOURS:** Flexible

- QUALIFICATIONS:**
1. Bachelor's Degree in a related field.
  2. Over one through three years of related experience.
  3. Work experience in Service and Support Administration and knowledge of Medicaid waiver programs strongly preferred.
  4. Knowledge of waiver/Medicaid services and programs and person centered thinking philosophy and practices.
  5. Ability to write articulate correspondence and communicate clearly both orally and in writing.
  6. Ability to relate to staff in a positive and supportive manner
  7. Must have academic skills necessary to achieve acceptable scores on the Skills Ability Tests.
  8. Have or be capable of obtaining Service and Support Administration Certification.
  9. Must have a valid Ohio driver's license with a record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.
  10. Must provide proof of liability insurance on personal vehicles.

**CONTACT:** Chris Calvelage, HR Director  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801  
(419) 221-1385

**DATE POSTED:** February 26, 2018

**FINAL DATE FOR  
ACCEPTING APPLICATIONS:** Until Filled

**\*\*APPLICATION / TRANSFER PROCEDURE**

Persons presently employed by this agency must submit an *Application for Internal Job Posting*.

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or [hr@acbddd.org](mailto:hr@acbddd.org).

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