

Determination of Eligibility Care Coordinator

DEPARTMENT: Senior & Family Services

REPORTS TO: Clinical Supervisor

FLSA STATUS: Exempt

LOCATION: Northfield, IL

PT/FT: Full-time

SUMMARY: The **Determination of Eligibility Care Coordinator** completes the Determination of Eligibility (DOE) for clients residing in our service areas who are in a Managed Care Organization (MCO).

DUTIES AND RESPONSIBILITIES:

- Meets face to face with clients in their homes
- Completes the Determination of Eligibility (DOE) assessment
- Transmits all required documents to the Managed Care Organization (MCO) in a timely manner
- Completes Managed Care Organization (MCO) billing
- Meets with program supervisor for regularly scheduled supervision
- Maintains Comprehensive Care Coordination (CCC) certification
- Attends scheduled staff meetings
- Completes a minimum of 18 hours of continuing education each year
- Performs other related duties as assigned by management

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Bachelor's Degree (BA, BS, BSW) from four-year college or university in social work, or a related social services field
- At least one year of experience in social services provision setting
- Computer skills required: Microsoft Office Suite
- Other skills required:
 - Sensitivity to cultural diversity
 - Current driver's license and access to a car

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.