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**CILO empowers people with disabilities to lead independent and inclusive lives.**

**Job Title: Personal Care Assistance Services Coordinator**

This full-time position provides coordination and administration of Personal Care Assistance Services in Southwestern Ohio for people with disabilities in their quest for independence and to obtain or maintain community employment. Benefits include health, retirement, vacation and sick time. This position is 37.5 hours per week M-F from 8:30am to 5:00pm. Occasional evening hours required. To perform job duties candidate must have reliable transportation for travel in Southwestern and Western Ohio with mileage reimbursement. Salary range is \$35,000 to \$36,000.

**Brief Overview of Responsibilities:**

Administration of a state funded, consumer-controlled personal care assistance services program in accordance with policies and procedures mandated by state and agency regulations.

Facilitate the processing of referrals and applications to the Personal Care Assistance (PCA) program.

Conduct intakes, evaluate documentation, and make recommendations regarding the initial and ongoing eligibility of program applicants and participants.

Conduct participant audits, re-evaluations, and ensure all documentation is uploaded in Case-Management Database System.

Assist in the gathering and entering of bi-weekly and employment costs invoices from assigned program participants.

Monitor the payment and report process of bi-weekly and employment.

Draft authorizations of assigned participants within the Case-Management Database System.

Attend all PCA trainings required by funding source.

Provide information to program participants regarding options of home and community-based services.

**Qualifications:**

- Education: Minimum of a bachelor's degree in any discipline
- Experience: 12-month experience with program administration, training and workshop coordination and public presentations along with knowledge of community resources.
- Minimum Staffing Requirements for Case-Management Activities:
  - Ohio Medicaid Waiver Programs – Basic eligibility criteria, allowed services, how to read plan documentation, how to coordinate services with assigned Waiver staff, etc.
  - Ohio Medicaid, Medicaid Expansion, Medicaid Buy-In for Workers with Disabilities, and Ohio Medicaid State Plan Services- Basic eligibility criteria, allowed services, how to read plan documentation, how to coordinate services, etc.
  - Work Incentives – Basic understanding of Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) and the programs and work incentives that may assist participants in maintaining competitive employment
  - Workforce Development Programs – Basic knowledge of the various workforce development agencies and programs available to Ohioans (vocational rehabilitation, OhioMeansJobs, etc.)
  - Additional Support Resources - Basic knowledge of additional services and agencies designed to assist individuals with maintain independence (e.g., Developmental Disability Services, community mental health agencies, immigration services, etc.)
- This position requires excellent written and oral communication skills.

**To Apply:**

If you have the prerequisite experience and skills please submit your resume with a cover letter stating your qualifications, strengths and experiences that qualify you for this position by email or fax (no phone calls please).

Center for Independent Living Options, Inc.

Attn: Director of Programs

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*CILO is an equal opportunity employer committed to hiring people reflecting the diversity of our community. We provide equal employment opportunities to all applicants.*