**GREEN RIVER AREA DEVELOPMENT DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** **Waiver Application Initiator**

**DEPARTMENT:** **Waiver Services**

**SUPERVISOR: Waiver Department**

**FAIR LABOR STANDARD ACT CLASSIFICATION:** **Non-Exempt**

**ESSENTIAL JOB FUNCTIONS:**

1. Maintains complete, accurate, and timely records involving participant’s and callers;
2. Operate a computer to enter and store information in computer files;
3. Assists participants with application initiation for Home and Community Based Waiver Services;
4. Obtains required documentation for application initiation from participant and physcians;
5. Explains the waiver program and process to those applying;
6. Upload required documentation in MWMA;
7. Meet required deadlines;
8. Troubleshoot concerns and issues with the participants, DCBS, and MWMA;
9. Disseminate information and materials to applicants and clients concerning services and resources;
10. Provide assistance to the applicant regarding the DCBS process;
11. Communicate status of the waiver application to participant;
12. Assist participant after waiver approval with case management providers;
13. Assist waiver staff in implementation of other assignments; and
14. Assist with program operations as requested.

**OTHER JOB RESPONSIBILITIES**

1. Assist with special projects, as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

**Degree Required:** Must have a High School Diploma or GED. Some college preferred.

**Experience Required:** Reliable transportation required. Good organization skills and ability meet deadlines. Strong knowledge of special need groups, community groups, and service organizations. Preferable experience working in support staff position in office setting.

**Skills Required:** Good oral and written communication skills with participants and co-workers. Skilled in the use of computers and applicable software programs. Skilled in the preparation of detailed reports. Ability to prioritize work, meet deadlines, schedule, and keep appointments. Strong organization skills and ability to keep accurate records and meet deadlines. Ability to respect and maintain client confidentiality. Ability to use proper phone etiquette as well as operate a phone system.

***\*The above job description is intended to describe the general content of and the requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, requirements or responsibilities.***