



INTAKE SPECIALIST, OUT-PATIENT HEALTH CENTER

Location: New City, NY 10956

Division: Health Center, Article #16 and #28 Clinic

Status: Non-Exempt, Part-Time, Twenty (20) Hours Weekly (Tuesdays through Fridays)

Build a brighter future...For those with special needs AND for yourself!

Since 1947, Jawonio has advanced the independence, well-being and equality for people with disabilities and special needs. We take tremendous pride in making a positive difference in the lives of the individuals and families whom we support and now we're looking for a compassionate and caring person who wants to enrich their own life and the lives of others by working alongside a talented team of professionals in a working environment of personal accountability, mutual respect and most of all a true sense of teamwork.

As an **Intake Specialist** you will primarily act as the central communication hub serving as liaison between therapists, inside/outside providers and patients for the Out-Patient Therapies. You maintain documentation required for assessment and treatment planning for Article 16/28. The position communicates to recipients the health center's procedures, rights and financial requirements for either program. The position distributes and maintains a broad variety of documentation and consumer records, including tracking of prescriptions and referral requirements for treatment plans. This position reviews billing between Therapist and the Coding & Compliance Specialist for Physical, Occupational & Speech Therapies. Must be highly organized and have a calm, professional, caring, demeanor at all times.

Education & Experience:

- Bachelors in Human Service field required. Prefer candidate have 2 years' experience working in a program funded by DOH and OPWDD in an Out-Patient Clinic or similar setting.
- Strong Customer service skills both in person and over the telephone.
- Knowledge of Medicare, Medicaid, managed care, HMO's and private insurers.
- Ability to establish and maintain effective working relationships with patients, employees and the public.
- Proficient in use of computers with the ability to navigate multiple software applications, including electronic medical records, MS Outlook, Excel and Word. Experience with OptimisPT and Accumedic preferred.

Additional Requirements:

- Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process.
- Must be proficient working with Microsoft Programs. Strong computer skills essential.



How to Apply:

Please sent Resumes to:

Jawonio Inc
Human Resources Department
260 N. Little Tor Road
New City, NY 10956

Or by Fax to (845) 639-3530

Or by E-Mail to jobs@jawonio.org

We encourage all qualified applicants to apply.

Jawonio, Inc. does not base employment decisions on an individual's race, color, sex/gender, genetic predisposition, sexual orientation/preference, religion, age, national origin, disability, military or veteran status or any other characteristic protected by federal, state or local law. In addition, Jawonio, Inc. may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. Please advise us if you need assistance with the application and/or interview processes.

Please Understand: Jawonio is a great place to work. We receive hundreds of applicants annually and also appreciate your interest working for Jawonio, Inc. Due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions.

For a full listing of all open positions at Jawonio, please visit us online at www.Jawonio.org/careers