

EXTERNAL JOB POSITNG

TITLE: Health Home Outreach Specialist ILGR

DESCRIPTION: Perform outreach and enrollment activities to assist consumers in the community understand the benefits of, and enroll in, a health home of their choosing.

DUTIES:

1. Identify areas within the region where people with high medical risks are encouraged to seek health care, and coordinate WNYIL Outreach and Engagement in that area with the Care Coordinator for the purpose of seeking appropriate health care.
2. Determine Medicaid eligibility through ePaces for all individuals prior to meeting; if Medicaid eligible, provide services through Health Homes. If not Medicaid eligible, collaborate with MAAP/ABD and work together to certify/recertify if individual desires.
3. Recruit individuals who qualify for Medicaid, and have two or more chronic health conditions, serious mental illness, HIV/AIDS or significant risk factors that can be addressed with coordinated care (i.e. Homelessness).
4. Facilitate and document face-to-face referrals to Care Coordinators.
5. Conduct community outreach to engage potential Health Home enrollees.
6. Contact potential Health Home enrollees via phone, letter, and face-to-face contact.
7. Enter all required data into all required program reporting databases (including but not limited to, Care Plans, referrals, and assessments).
8. Maintain acceptable billing levels per month to achieve salary.
9. Accurately document consumer services and required paperwork in WNYIL's SPR database, as well as the Consumer Service Record (CSR), within two (2) business days of the date of service.

10. Participate in maintaining a neat, clean, and safe work environment.
11. Perform any other duties as deemed legally and ethically necessary by the Supervisor.

SUPERVISION: Works under the direct supervision of the Health Home Administrator.

STANDARDS OF PERFORMANCE: Must at all times perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.

QUALIFICATIONS: Associates Degree or High School Diploma or equivalent with 2 years of experience in working in Health and Human Services or related field. Professional and life experience may be considered in lieu, in full or part, of academic credentials. Must have intermediate skill level for Microsoft-Word and Excel. Medent/Netsmart/BTQ /MAPP database experience preferred. Must have good communication skills and public speaking experience. Must have the ability to be self-motivated.

WNY Independent Living, Inc. is an Equal Opportunity Employer. Reasonable Accommodations will be made for people with disabilities.

WNY Independent Living, Inc. is a Scent-free Agency.

CLOSING DATE: May 30, 2017

**SUBMIT RESUME
AND COVER LETTER TO:** employment@wnyil.org
WNY Independent Living, Inc.
3108 Main Street
Buffalo, NY 14214