



**Position:** Long Term Care Specialist Screener  
**Program:** Information, Assistance and Access (IA&A)  
**Responsible to:** IA&A Director  
**Job Classification:** Salary, Exempt  
**Created:**                      **Revised:** January, 2023

The Aging and Disability Resource Center (ADRC) is a single point entry for older adults and people with disabilities who need information and assistance with community resources and access to publicly funded, community-based long-term care programs. The LTC Specialist will provide information and assistance (IA&A), long-term-care options counseling, and functional eligibility and enrollment.

### **Duties and Responsibilities:**

- Provide prompt, accurate and friendly responses to requests for information about an array of topics and for access to long term care resources. Staff the IAA service (phone/walk-in) line part of each week.
- Maintain up to date knowledge of community resources and benefit programs, and program guidelines.
- Obtain and maintain Alliance of Information and Referral Services certification (AIRS) within 1 year of employment.
- Provide guidance to individuals and families about long term care options.
- Acquire and maintain certification as a screener for the Long-Term Care Functional Screen and participate in all training for screeners.
- Maintain up to date knowledge of eligibility and enrollment & disenrollment procedures and protocols for Family Care and Partnership Programs, and the self-directed supports waiver IRIS.
- Meet with consumers outside of the office to conduct functional eligibility and enrollment for public funding for community-based services, and/or long-term care options counseling.
- Provide advocacy and assist persons obtain needed services.
- Make referrals to programs within the ADRC as well as to outside organizations to meet needs of individuals living in the community.
- Document calls, maintain detailed case records, complete eligibility and enrollment documentation, and participate in case staffings. Complete reporting for Medicaid billing purposes.
- Attend and participate in staff development programs, including in-service training, staff meetings and professional seminars.
- Maintain high level of confidentiality and performance that is established in ADRC contract, quality assurance plans and agency standards.

### **Qualifications:**

- Bachelor's degree in human service-related field
- Excellent active listening, interviewing, and advocacy skills
- Knowledge of case work principles, long-term care, social service delivery systems and community resources
- Knowledge of Medicaid, Medicare and other public benefit programs preferred
- Ability to organize and plan work effectively, and independently
- Ability to communicate clearly and effectively, orally and in writing
- Ability to handle difficult callers and situations and take appropriate action
- Certified Long-Term Care Functional Screener preferred
- Certified Information & Referral Specialist (CIRS-A) preferred
- Proficient experience with computers
- Become Certified Options Counselor during training period

**Salary:** Starting salary is \$42K plus a generous PTO schedule which includes vacation, holidays and sick leave. Full benefit package and hybrid flex time also provided.

Please send resumes to HR - [jabate@KAFASI.org](mailto:jabate@KAFASI.org)