



## Dedicated Functional Screener (Spanish Speaking) - Milwaukee

### **Job Summary**

My Choice Family Care (MCFC) is hiring Dedicated Functional Screeners for its expanding Adult Long-Term Care Functional Screen (LTCFS) Dedicated Screener department. The Dedicated Functional Screener is responsible for completing the LTCFS for MCFC members, as required and outlined in the Wisconsin LTCFS Instructions. This includes annual rescreens, change in condition screens, collateral contacts, and verifying diagnoses with physicians or SSA. Positions will report to the MCO Co-Lead Functional Screeners, under the Quality Management Program Director. The Dedicated Screener is responsible for screening members in Milwaukee and surrounding counties, and for LTCFS quality assurance/improvement activities for the MCO and contracted Care Management Units (CMUs).

### **Essential Duties and Responsibilities**

1. Upon assignment, schedule appointments with members to complete an annual redetermination of functional eligibility, or a redetermination of eligibility based on changes in functional abilities reported by the Interdisciplinary Team (IDT), to be completed in the member's home.
2. Use the Wisconsin LTCFS to gather information about each member's functional abilities, health status, and personal and professional supports. Complete LTCFS in a collaborative manner with the member, family, his/her other informal/formal supports, and the member's IDT.
3. Coordinates with the IDT to ensure new enrollment and change in condition screens are completed when warranted and that there is consistency between data gathered during the functional assessment and member-specific data contained in the member's record.
4. Reviews results of LTCFS with other MCFC staff, as necessary when changes in condition occur that may affect the level of care.
5. Use spreadsheets to track and ensure adherence to LTCFS timeframes. Review and track annual screens due, Level of Care and condition changes for MCFC members, including follow-up consultation with Grievance and Appeals or Enrollment/Eligibility/Fiscal staff.
6. Enter information gathered into an internet-based program that, based on the data collected during a face-to-face interview, calculates a level of care for the individual.
7. Provide appropriate notice of Member Rights, in accordance with contractual requirements, to members who experience a change in level of care that may impact the benefit package or overall program eligibility.



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8. Submit timely, accurate, and complete documentation in accordance with established guidelines and processes.
9. Attend meetings and trainings as needed or required to maintain knowledge of agency processes, the long-term care functional screening tool, and/or any changes to process or the screening tool resulting from new state directives.
10. Participate in quality assurance activities that ensure competence.
11. Maintain LTCFS certification by completing and passing WI continuing skills testing.
12. Apply good professional judgment in documentation by demonstrating respect for members and maintaining screen integrity when completing assessments.
13. Other duties as assigned.

### **Minimum Education and Years of Experience Required**

Bachelor's degree from an accredited college or university in health & human services, or related field required. Current or past LTCFS certification required, with 1-3 years' experience with LTCFS, Family Care or other Long-term care program. Experience with data management, project coordination, and training, preferred.

### **Knowledge/Skills and Abilities**

1. Demonstrated expertise in LTCFS concepts, instructions, and screening.
2. Knowledge of public long-term care, managed care, financial & functional eligibility.
3. Excellent communication and professionalism.
4. Ability to explain and teach complex and detailed material.
5. Knowledge of Excel and Word processing applications.
6. Ability to work effectively with others and independently.
7. Ability to organize complex materials with strong attention to detail.
8. Ability to utilize quality monitoring tools (e.g., audits/LTCFS reviews).
9. Ability to adapt and interpret established practices and procedures to meet problems and situations to which the application is not clearly defined.
10. Ability to read, write, comprehend, communicate and recall complex instructions, correspondence and memos.
11. Available for daytime travel within Milwaukee, and possibly limited travel to other MCFC expansion counties, as needed.

### **License/Certification**

Valid state of Wisconsin driver's license, reliable transportation, and insurance are required at the time of filing application and must be maintained throughout employment.

***Qualified candidates fluent in Spanish, Russian, or Hmong are encouraged to apply.***