



Exciting New Opportunity!

RESIDENTIAL TEAM SPECIALIST

My Choice Family Care is growing and succeeding! We're pleased to announce a new opportunity for a highly organized and inspired career leader. Our mission is to help frail elders and adults with physical, developmental, and intellectual disabilities live full and independent lives. We are a leading Managed Care Organization serving nine counties in Southeastern Wisconsin. MCFC is a robust and thriving operation celebrating 16 years of successfully serving more than 27,300 Family Care Members!

POSITION SUMMARY:

The Residential Team Specialist is involved in a variety of activities to optimize the My Choice Family Care Managed Care Organization's (MCO's) use of residential providers, including initial certification, identifying and securing placements, and monitoring ongoing quality, all with goal of utilizing the most cost effective, least restrictive, and most appropriate options.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate in initial certification and site inspection visits to verify that minimum standards are met and to form overall impressions of facility's care and services.
- Work closely with the MCO's Interdisciplinary Teams (IDTs) to identify appropriate community residential options for members.
- Per IDT request, become familiar with specific needs of member requesting resources, identify available facilities that are most cost effective, most integrated and meet the outcomes of the member.
- Identify community alternatives for members who do not require facility placement.
- Take the lead on facility closings.
- Double check all facility service authorizations for accuracy.
- Work with IDT to insure appropriate post hospitalization authorizations are in place.
- Track nursing home placements.
- Visit residential facilities and monitor for quality standards.
- Investigate complaints concerning quality issues at residential providers.
- Contact and visit facilities and verify when specialty care is provided (i.e. Bariatric, Hoyer lifts; services for complex behavioral needs).
- Document activities in MIDAS.

MINIMUM EDUCATION AND YEARS OF EXPERIENCE REQUIRED:

A Bachelor's degree from an accredited university is required. A degree in college in social services, health services, human services, or a related field is preferred. Three (3) or more years of experience working in community based residential facilities (CBRFs) or Assisted Living Facilities with adult populations of either frail elderly; intellectually/developmentally disabled; mental health and/or physically disabled adults.

A Graduate degree from an accredited university or college in a related field is preferred.

Bilingual candidate is desired but not required.



RESIDENTIAL TEAM SPECIALIST - continued

KNOWLEDGE/SKILLS AND ABILITIES:

Familiar with DHS Chapter 83, 88, 89; Experience with MS Office Word and Spreadsheets

LICENSE/CERTIFICATION:

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

Submit your resume and letter of interest to:

Alyssa Kimberlin

HR Manager

My Choice Family Care

Phone: 414-287-7624

HR@mychoicefamilycare.com