

FMS Quality Assurance and Training Specialist

TIME: Full Time
BENEFITS: Health, Dental, Cafeteria Plan
SALARY RANGE: \$18/hr.
STATUS: Non-Exempt
REPORTS TO: FMS/Business Manager



Independence, Inc.
2001 Haskell Ave.
Lawrence, KS 66046

GENERAL JOB DESCRIPTION

This individual will assist with the operation of the Financial Management Services (FMS), which is a payroll management system for individuals self-directing their attendant care through State Medicaid Waiver Programs. This person will direct his/her work complementary to the spirit and intent of the independent living philosophy. This position reports directly to the FMS/Business Manager.

DUTIES AND RESPONSIBILITIES

- Submit consumer's Direct Service Worker's (DSW) new-hire information to KBI, State, OIG, Adult and Child Neglect Registry, and any other background checks required by the State.
- Set up new consumer's and Direct Service Workers (DSW) in QuickBooks.
- Maintain files on Personal Care Workers for all Consumers/Employers.
- Assist consumers with maintaining files and lists of Direct Service Workers.
- Provide Information and Assistance as requested by the consumer.
- Correspond and interact accordingly with Managed Care Organizations, Community Partners and co-workers.
- Update FMS forms as requested by FMS/Business Manager as well as copy and collate new consumer packets and Direct Service Worker(DSW) packets each month.
- Train consumers in Self-Direction and what it means to be an employer. This includes federal and state regulations for employers along with Medicaid requirements of state waiver programs.
- Train DSWs on how to use the Interactive Voice Response (IVR) system (Authenticare). This includes by phone or app.
- Assist FMS/Business Manager with current KMMIS bulletins, sending mass emails to consumers and DSWs, and researching payment issues from the Managed Care Organizations.
- Maintain on-going filing.
- Advise FMS/Business Manager of any problem(s) and propose solution(s)
- Provide systems advocacy as opportunities arise or as requested by supervisor.
- Provide individual advocacy as time permits or as requested by supervisor.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate degree, equivalent college experience, or equivalent experience in a human services-related field.
- Minimum of two years' experience in Payroll processing and A/R, A/P.
- Experience using Microsoft Word and Excel.
- Sensitivity to the needs of persons with disabilities.
- Demonstrated ability to work independently, identify problems, develop solutions, and effectively communicate with those involved.
- Demonstrated ability and willingness to work cooperatively with others.

PREFERRED QUALIFICATIONS

- B.S. degree in accounting or related field.
- Qualified person with a disability.
- Minimum 2 years' experience in human resource management.
- Experience in accounting or a related field.
- Experience in customers service.

All programs and employment positions of Independence, Inc. are open to all members of the community, without regard to race, color, creed religion, national origin, sex, age, marital status, sexual orientation, economic status, or disability. The Americans with Disabilities Act of 1990 protects the rights of people with disabilities to equal employment opportunities. Arrangements will be made if you have a disability that requires an accommodation in completing any part of the employment process. A request for an accommodation will not affect your opportunities for employment. It is your responsibility to make your needs known. Call 785/841-0333.