



Job Description

Job Title: Assistant Regional Resource Development Specialist (ARRDS) TBI Program, Grade 4
Reports to: Lead Regional Resource Development Specialist
FLSA Status/Schedule: Non-Exempt; 37.5 hours per week
Location: Syracuse

ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.

Qualifications:

- High School Diploma or equivalent
- Computer skills proficiency in MS Word and Excel; demonstrated ability to learn new computer systems and software
- Excellent interpersonal skills both in person as well as on the phone
- Demonstrated professional verbal and written communication skills; ability to gather important information from individuals and share/capture in a variety of methods
- Strong organizational skills
- Knowledge of community resources

Essential Functions:

- Assist the Regional Resource Development Specialists (RRDS) in building community consortiums to develop and maintain provider confidence
- Track and file all Regional Resource Development Center (RRDC) paperwork
- Assist RRDSs in the organization of provider trainings to promote quality service delivery
- Field phone calls and correspondence from provider agency representatives, community members, community agencies and facilities and Nursing Home Transition and Diversion (TBI) Waiver Participants or referrals
- Assist RRDSs in maintaining the security of confidential materials
- Maintain supplies and materials for the RRDC
- Maintain a computer tracking list for all new information and processes as needed
- Work collaboratively with all TBI providers in the Syracuse/Utica/ North Region
- Meet with potential waiver participants, determine waiver eligibility and offer individuals the choice of participation in the TBI waiver and a choice of waiver Service Coordinators
- Manage and deliver the program objectives of conversion, repatriation, diversion, waiver administration and resource development
- Work closely with DOH to provide data and input as needed regarding all aspects of the administration of the TBI waiver in their region
- Receive, screen and process referral calls
- Provide an overview of the TBI waiver including but not limited to: eligibility regarding waiver services and the application process to the waiver to potential referrals
- Uphold the codes of conduct and ethics as well as all ARISE policies and procedures
- Exercise sound judgment as a matter of course and hold protected health information and other sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies

- Other duties as assigned

Benefits:

- Generous paid time off includes:
 - 11 paid holidays plus
 - Summer hours Fridays – as scheduled from Memorial Day to Labor Day
 - 20 Earned Time Off days (5.77 hours accrued each biweekly pay cycle) in first and second year of employment; 25 ETO days after 2 years; 30 ETO days in future milestone years
- Participation in the 401(k) plan available at hire; 100% vested employer match after one year
- Excellent medical plan through Excellus BC/BS
- Great dental and vision coverage through Guardian / VSP
- Company-paid health reimbursement arrangement (HRA) covers first 70% of deductible
- Flexible spending arrangement (FSA) for both medical expenses and dependent care
- Free life insurance and long term disability coverage through Lincoln Life
- Free / Confidential Employee Assistance Program (Help-People affiliated with Crouse Hospital)
- Option to enroll in voluntary benefit plans at annual open enrollment