

Job: Person Centered Planning Specialist

Location: Timonium, MD

Salary range is \$48K - \$52k

Catholic Charities is a non-profit organization with a diverse workforce of over 2000 employees of all faiths, ages and ethnicities who help to improve the lives of those we serve. We are the largest private provider of human services in Maryland operating over 80 programs throughout Maryland, serving children and families, people living in poverty, individuals with intellectual disabilities, immigrants, and seniors. Here, you can build a career where you make meaningful differences in the lives of others as we fulfill our mission to love, serve, teach, and work for justice.

Catholic Charities of Baltimore is currently seeking a **Person-Centered Planning Specialist** is responsible for providing quality technical support as it relates to the Person-Centered Planning (PCP) process and Long Term Services and Supports (LTSS) billing. **The work schedule is Monday – Friday, 8:00am-4:00pm, flexible hours.**

JOB DUTIES & RESPONSIBILITIES:

- Manage the person-centered planning process for approximately 45 people supported who receive group home, meaningful day, supported living or personal supports from Gallagher Services.
- Collect and coordinate the PCP preparation (previous plan progress, Health Risk Screening Tool (HRST) requests, SIS review, behavior plans, NPOC, assessments, etc.), pre-planning using the Detailed Service Authorization Tool (DSAT, Cost Detail etc.), development (SIP) and training according to all State and Federal regulations (including interim meeting).
- Initiate funding requests with Maryland's Coordination of Community Services (CCS) for new and modified supports with oversight of Program Director.
- Maintain up-to-date records and documents in Electronic Health Records (EHR) iCare Manager and program files, including the PCP document, entry of PCP goals, face sheet, behavior support plan, tracking charts and other documents relevant to each person's services.
- Work with finance department to help correct any issues in LTSS if they should arise.
- Monitor and assist in the submission of documentation for eligibility paperwork (i.e. SSI, SSA, Medicaid waiver conversion, medical assistance, food stamps, HUD).

EDUCATION & EXPERIENCE REQUIREMENTS:

- Bachelor's degree in the field of Human Services.
- Three (3) years of professional experience delivering community-based services to people with intellectual and developmental disabilities, some experience in billing and finance a plus. Experience may be substituted for education on a 2:1 basis.
- Knowledge of Code of Maryland Regulations (COMAR) & Home and Community Based Services (HCBS) Final Rule, waiver and service definitions and regulations, guidelines, procedures & philosophy.

REQUIREMENTS & ABILITIES:

- Ability to work a flexible work week.
- Ability to utilize computer systems and software to perform position functions. Maintain small and large data bases with development of spreadsheets. Excellent computer skills (i.e.: Outlook, Word, Excel Teams and data systems) relevant to the position.

- This position requires the ability to use full vision, hearing, complete range of motion and the ability to lift at least 25 lbs.
- Hearing and vision abilities within normal range (corrected) to drive safely and to observe and communicate with others.
- Moving about to accomplish tasks or moving from one work site to another.
- Driving (Agency and/or personal vehicle) is required for this position. Driver must be at least 21 years of age, with a minimum of 2 years of driving experience, and a valid driver's license issued by the state of residence. There can be no state issued restrictions on the licenses that would impede driver's ability to operate the vehicle as required by the Agency, and there must not be more than three (3) points on their driving record.

We offer a wide range of benefits to meet the ever-changing needs of our employees including but not limited to:

- Health/Dental/Vision
- Vacation/sick/holiday pay
- 403(b) Retirement Plan with a discretionary employer contribution
- Tuition Reimbursement

Join Catholic Charities of Baltimore where you will be an important member of a trauma-informed care organization that promotes a culture of safety, empowerment, healing, and self-care, and that believes that every person has infinite worth and promise.

Catholic Charities is an equal opportunity employer