



**Job Title: Eligibility Coordinator**

**Department: Admissions/Eligibility & Funding Supports (AEFS)**

**FLSA Status & Position Type: Non-exempt, Full-time**

**Reports to: Director, Admissions/Eligibility & Funding Supports**

### **About Us:**

WeAchieve is a leading provider of comprehensive, customized supports for individuals in the Maryland area living with intellectual and other developmental challenges. With roots as an organization founded in 1948, we make it possible for the people we serve to live and work as fully integrated members of their community — feeling valued and enjoying the friendship of others. Along with colleagues, family members, referral sources and community partners, those we serve know they can trust WeAchieve to be open and available, responding to any comments, questions, and concerns with caring and respect.

### **Position Summary:**

The Eligibility Coordinator supports the work of the Admissions/Eligibility & Funding Supports (AEFS) department and plays a key role in ensuring individuals are supported through the intake, eligibility, and redetermination process with the Developmental Disabilities Administration (DDA). The position requires administrative expertise, strong customer service, and the ability to use data systems to maintain timely tracking and reporting.

### **Key Responsibilities:**

- Facilitate pre-planning processes and gather documentation for individuals requiring dedicated supports.
- Track and manage financial redeterminations due within 90, 60, and 30 days using LTSS and Excel.
- Submit redetermination packets to Coordinators of Community Services when WeAchieve serves as Rep Payee.
- Track and upload approved Person-Centered Plans to Therap and ICARE systems.
- Support monthly reporting for Person-Centered Planning (PCP) calculators.
- Assist with onboarding of new admissions and represent AEFS at bi-monthly hiring events.
- Maintain documentation systems with accuracy and attention to detail.

### **Qualifications:**

- Bachelor's degree in a related field preferred.
- 3–5 years of experience working with individuals with intellectual and developmental disabilities (I/DD).
- Familiarity with DDA systems, including LTSS, Therap, Excel, and ICARE.
- Strong administrative, communication, and organizational skills.
- Customer service experience and a person-centered mindset.

Interested candidates are invited to apply by visiting [WeAchieve's Job Board](#).

**Salary Range:** \$63,000 – \$68,000 annually

**Equal Opportunity Statement:**

WeAchieve Inc. is committed to fostering a diverse and inclusive workplace. All employment decisions are made without regard to race, color, religion, creed, national origin or ancestry, citizenship, gender, gender identity, gender expression, disability, pregnancy, sexual orientation, genetic information, veteran or military status, or any other characteristic protected by law.