

Job Description

Position: Flexible Choices Advisor

Reports to: Executive Director

Liaison to: Flexible Choices participants, LTC Clinical Coordinators, HHA and AAA Case Managers, DAIL Flexible Choices Manager

Type of Position: Full-time

Overall Description: The Flexible Choices advisor is responsible for the enrollment and orientation of participants interested in this Choices for Care option. Initial support to participants in learning how to develop a budget for to best meet their ongoing support needs, how to hire and supervise employees and the provision of periodic support through monthly participant contact.

Program Description:

Flexible Choices is a new program for the elderly and people with physical disabilities who receive long-term care Medicaid waiver funding. It allows participants to have more choice about how to use their funding to meet their ongoing personal care needs. As the Flexible Choices Advisor you will be working closely with participants, their families, case managers, Long Term Care Clinical Coordinators, ARIS Solutions (payroll agency) and the State Project Manager.

Responsibilities include:

- visit participants in their homes
- work with Excel to help them develop their budgets
- complete accurate paperwork and meeting deadlines
- maintain on-going support and contact for participants
- conduct assessments and reassessments
- problem-solve with the participants
- return calls in a timely manner
- visit participants as needed
- maintain participant files

Flexible Choices Advisor Position (continued)

- monitor participant budgets
- attend team meetings
- answer questions about the program
- advise participants about community resources
- assess the adequacy of care being provided
- arrange for Independent Living Assessments (ILA) with a licensed registered nurse as needed
- certify the ability of the consumer or surrogate employer to manage services
- report suspected cases of abuse, neglect and exploitation
- report suspected cases of Medicaid Fraud
- work, as a team, with other agency employees and clientele
- develop an understanding of the overall agency mission and the general purpose of all services
- perform other tasks as needed or as requested by the Executive Director

I have read and understand my role as a Flexible Choices Advisor.

Flexible Choices Advisor Signature

Date