

**REGIONAL CENTER OF THE EAST BAY**  
**JOB DESCRIPTION**

**POSITION TITLE:** Medicaid Waiver Specialist

**SALARY RANGE:** \$2,366.55 - \$3,171.41 Bi-weekly  
\$61,530.30 - \$82,456.66 Annual

**REPORTS TO:** Associate Director, Federal Programs

**LOCATION:** San Leandro

**DUTIES:** Certify consumers and monitor for compliance with Medicaid Waiver Program requirements. Monitor the Nursing Home Reform Program and Targeted Case Management recording for compliance. Duties include:

1. Determine initial and ongoing Medicaid Waiver eligibility for each consumer identified for inclusion in the waiver. This includes initial eligibility, recertifications, terminations, and reactivations. Prepare the required documentation of eligibility for Medicaid Waiver.
2. Ensure that all required documentation in the consumer's record is in order and meets Medicaid waiver standards.
3. Keep current on all Federal requirements governing Medicaid Waiver, Targeted Case Management and Nursing Home Reform.
4. Conduct random, comprehensive case reviews for compliance with Waiver standards.
5. Conduct random reviews of Targeted Case Management and Nursing Home Reform for compliance with regulations.
6. Conduct ongoing individual and group training sessions for RCEB staff on Federal revenue programs.
7. Work individually with case managers on any actions that must be taken to meet Federal standards.
8. Prepare for all audits of the Federal Programs.
9. Prepare monthly written reports.
10. Participate in meetings regarding the Federal Programs, and perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Must meet the standards for a Qualified Intellectual Disabilities Professional or Masters Degree in Social Work or Nursing or related field or BA and 4 years working with persons who are Developmentally Disabled. Preference will be given to applicants with case management experience in the regional center system.
2. Demonstrated ability to organize work to meet deadlines.
3. Detail-oriented.
4. Demonstrated ability to follow-through with projects and tasks independently.
5. Ability to communicate and teach others.
6. Valid California Drivers License and car.