



JOB DESCRIPTION: PE Coordinator

Job Title:	PE Coordinator	
Department:	Fiscal	
Reporting to:	Chief Financial Officer	
Department Head:	Chief Financial Officer	
Level: <u>Individual Contributor</u>	Type of position: <u>Full Time</u>	FLSA Status: <u>Non-exempt</u>
Position Summary		
<ul style="list-style-type: none"> ▪ Equip care managers with any research information needed including reports, surveys and resource development related to Private and Public Health Care Insurance. 		
Key Responsibilities		
<ul style="list-style-type: none"> • Assist and direct care managers and management in gathering any health care documents related to obtaining qualification for Medicaid Medical Coverage. • Input data in CYBER per the requirements related to documentation related to Medicaid status of application. • Maintain the Digital Data Record System (DDRS) related to Medicaid documents, as necessary. Processes request for records by families and system partners, attorneys. • Develop proficiency in entitlement programs and assist with Medicaid and special program entitlements. • Act as liaison with families and the CMO during the first 30 days of enrollment in obtaining and maintaining the Medicaid eligibility and during their time of enrollment with Capitol County Children's Collaborative. • Attend Child & Family Team meetings as assigned and participate in supervisor team meetings as requested and required. • Work with all members of the Management team to plan and discuss Medicaid status, billing, and data collection for all enrolled children as needed. • Participate in all State and other NJ CSOC trainings including those required for the PE Coordinator. • Engage in positive, professional work relationships with County and State Medicaid Partners –develop our partnership • Complete all Medicaid applications other than the initial #3560 application for all enrolled children; monitor Medicaid status of all children, and work with CM Assistant who is creating the initial #3560 application to determine any issues and resolve them to the best of ability. • Enter CYBER applications for #3560 in the absence of the CM Assistant assigned to this work. • Troubleshoot /point person for Medicaid issues with CMs and organization as they present. • Be in continuous communication with CM with respect to issues of Medicaid applications. • Work with the CM Assistant whenever necessary in determining or acquiring Medicaid for enrolled families. • Maintain Database for Medicaid in CYBER records on a regular basis. • Share information acquired from training and State Communications with CM staff, Billing staff, and Senior Management whenever necessary. • Communicate with Fiscal Department as needed related to the billing of Medicaid for enrolled children. • Work with QI/IT Department on issues related to IT equipment, databases, and other issues as needed. • Work with CM Operations in all matters related CM activities related to Medicaid. • Strictly enforces confidentiality regulations and HIPAA at all times 		
Knowledge		

<ul style="list-style-type: none"> ▪ NJ System of Care ▪ PE process ▪ Medicaid processes ▪ Wraparound process & principles 	
Skills	
<ul style="list-style-type: none"> ▪ Use of Agency technology tools ▪ Strong organizational and communication skills. ▪ CYBER ▪ Problem solving 	
Competencies	
Engagement	Establish common agenda with stakeholders based on shared concerns; motivate and mobilize others to build momentum to get things done; invest in time and energy to form coalition; form collaboration and drive results through influence.
Team Facilitation	Invite the right members to the team; create a safe and encouraging team environment; understand and leverage team members' strengths; establish common agenda to engage team participation; assign meaningful tasks to team members and remove barriers for team goals; keep team members informed of team progress; keep communication channels open for all.
Change Agent	Take initiative to improve existing work conditions and processes; identify new opportunities to challenge the status quo in support of the Wraparound values and principles; become a facilitator of change; help others adapt to new business conditions.
Communication	Clearly convey information and ideas to others through a variety of media and formats, tailor the methods and language to the audience to facilitate understanding and retention of the messages; personalize the exchange of information to develop buy-in and commitment in others.
Youth and families Focus	Make families and their needs a primary focus of actions; strive to meet or exceed family expectations; develop and sustain productive internal and external customer relationships.
Conflict Management	Manage diverse and opposing ideas to create healthy tension among different parties; leverage difference of opinions to encourage diversity and creativity; promote productive dialogue to increase mutual understanding among parties and achieve win-win for all; resolve confrontation and disagreements in a constructive manner
Professional Skills/Expertise	Stay up-to-date in own profession; apply latest knowledge and best practices to the job in order to enhance performance of the entire organization; share new learning with team members; innovate and create processes and practices that fit the culture and business needs of the organization.
Personal Qualities	
<ul style="list-style-type: none"> ▪ Flexible and adaptable ▪ Ability to multi-tasks and work independently ▪ Work well under time constraints ▪ Excellent interpersonal skills with the ability to work with co-workers, system providers and partners, families and the public ▪ Self-Awareness 	
Qualifications: Education and Experience	
<ul style="list-style-type: none"> ▪ High School diploma ▪ More than one- year related field experience 	
Other Qualifications (certification, licensure, etc.)	
<ul style="list-style-type: none"> ▪ A valid US driver's license is required. ▪ Pre-employment background check and regular motor vehicle record check are required ▪ Bi-lingual skills a plus 	
Specific Demands and Work Environment	
<ul style="list-style-type: none"> ▪ While performing the duties of this job, the Care Manager Assistant/PE Coordinator is required to walk, sit, type, and make phone calls. 	

Approved By:		Last Update:	
--------------	--	--------------	--

*Note: Job duties described herein are not all inclusive. Job description may be changed at any time.

ACKNOWLEDGMENT:

I have read and acknowledge receipt of this job description and agree to have the ability to perform the responsibilities as described above. I understand this job description is intended to describe the general nature and level of work performed by persons assigned to this classification. It is not intended to be an exhaustive list of responsibilities, duties, and skills required of employees who hold this position. I further acknowledge my understanding that reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. It is the employee's responsibility to inform his/her manager or human resources of the need for a reasonable accommodation.

Employee (Print)

Supervisor (Print)

Employee Signature

Supervisor Signature

Date

Date