



American Samoa Community College
University Center for Excellence in Developmental Disabilities
EMPLOYMENT OPPORTUNITY

Position Title: Home Community Based Services System Coordinator
Employment Status: Full Time 12 months (Career Service)

General Description:

The Money Follows the Person (MFP) Demonstration Project is a time-limited Medicaid initiative that supports qualified Medicaid beneficiaries who wish to transition from long-term care facilities back into their homes and communities. The MFP Project is housed under the University Center for Excellence in Developmental Disabilities (UCEDD) and works to sustain quality transition practices after the project's end date in 2027. The primary responsibility of the Home Community Based Services (HCBS) System Coordinator is to establish standards and training requirements for Personal Care providers to meet Center for Medicaid Services HCBS requirements and MFP grant desired outcomes within the HCBS System.

Responsibilities and Duties:

Administrative

- Must have a passion for program integrity, possess strong communication and written skills and be able to work independently with government and private sector agencies
- Familiarity with the design of an HCBS Personal Care system, and the ability to identify the various services to support home-base services within an HCBS System
- Familiarity with certification, and annual licensure requirements and standards of HCBS Personal Care, to contribute to HCBS Rule Setting

Technical

- Perform professional work to assist people with chronic conditions and disabilities as they move from an institution back into the community, using community-based services and supports in the planning and implementing phases of the MFP project
- Coordinate with agencies, service providers, and partners to link Personal Care providers to services in the community that will contribute to person-centered assessments and interviews being completed to inform the planning process
- Identify and/or conduct required training for self-employed Personal Care Assistants, a physical therapist, a speech and language therapist, and an occupational therapist. Also fulfill requirements in the areas of psychology, nutrition, education history, social history, adaptive behavior and other service needs
- Develop a training manual which documents and establishes policies for the required skills and standards of Personal Assistants to assist eligible individuals

Reporting

- Perform other related duties assigned by the Project Director and State Director of UCEDD

Minimum Qualifications:

- Caregiver certification
- Certified Nurse's assistant is a plus
- Five plus years of experience as a caregiver
- Two plus years with Home Community Based Services
- Familiar with HCBS Personal Care Services and HCBS System
- Written and verbal communication skills
- Good work ethics

Salary Range: GS-12/01-04: \$30,212.00 - \$33,332.00 per annum

Application Deadline: March 10th, 2023 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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