



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(Date)

POSITION: MEDICAID ASSISTANT

JOB SUMMARY: Under direction of the Director of Special Education Department or designee, the Medicaid Assistant will manage Medicaid Assistance billing of IEP Service Coordination and Health Related Services, which includes maintaining a database of Medicaid eligible students with IEPs, identifying billable health related services, printing and distributing billing sheets, and ongoing data entry of monthly services billed by special education service providers.

REPORTS TO: Director of Special Education

KNOWLEDGE, ABILITIES AND SKILLS: These are pre-employment knowledge, abilities and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. High School diploma or General Education Development (GED) program certificate or equivalency.
2. Excellent personal computer (Excel, Word and other computer program) skills.
3. Basic knowledge of State and Federal special education requirements.
4. Experience with insurance billing, preferred.
5. Demonstrate good organizational skills.
6. Demonstrate attention to detail for accurate data entry.
7. Demonstrate good verbal and written communication skills required.
8. Demonstrated success in being self-regulated.
9. Demonstrate interpersonal skills working with diverse populations (teachers, related service providers, administrators, and central office staff).
10. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.
11. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS:

1. Maintain a database of students with disabilities who are eligible for Medical Assistance and identify billable health related services for students based on the IEP.
2. Coordinate and monitor the collection of all claims data from service providers. Review data on billing sheets prior to data entry and return billing in need of correction.
3. Ongoing monitoring of data entry of claims submitted by special education service providers and submission of claims to online billing agency.
4. Retrieve paid claim reports, investigate denied claims, and resubmit claims as needed.
5. Maintain essential Medical Assistance records and files.
6. Gather and report requested Medical Assistance data to Director, Supervisors of Special Education, and IEP Chairpersons.
7. Generate and utilize IEP, Student Information System, and Department of Health and Mental Hygiene (DHMH) reports to maintain accurate Medicaid Assistance records.
8. Assist with answering the phones, mail, and other office duties as needed.
9. Come to work promptly every day.
10. Think, concentrate, and interact positively with others.
11. Works well under stress and meet all deadlines.

OTHER JOB DUTIES: Perform other tasks as required or assigned by the Director of Special Education or designee.

PHYSICAL DEMANDS: Work is performed in a typical office environment and may require minimal lifting. Position

requires significant periods of sedentary work using a computer, monitor, and mouse but may also include periods of standing and walking.

UNUSUAL DEMANDS: Compliance with state and Federal regulations for special education is required. May be required to work flexible hours as necessary.

TERMS OF EMPLOYMENT: Ten (10) month position and salary commensurate with qualifications and experience applied to the current salary schedule for CAESS. If chosen for this position, the candidate must enroll in direct deposit.

FLSA STATUS: Non-Exempt.

EVALUATION: Performance will be evaluated annually in accordance with the policy on evaluation as established by Calvert County Public Schools.

EFFECTIVE DATE OF POSITION: Immediate Vacancy

APPLICATION PROCEDURE: Application deadline is (date) at 4:30pm.

Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack.

Option 2: Interested candidates who are not currently employed by Calvert County Public Schools, including current substitutes, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website www.calvertnet.k12.md.us. References must be directly related to the work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity to meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempts from these requirements.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
410-535-1700

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocras.ed.gov> or call 1-800-421-3481.