

MIDLAND EMPIRE RESOURCES FOR INDEPENDENT LIVING

JOB DESCRIPTION

Title: CDS Support Specialist

Reports To: Quality Assurance and CDS Manager

Supervises: None

FLSA/Employee Status: Regular Full Time; Non-Exempt

Purpose:

This job description defines the typical responsibilities for the purpose of outlining duties and to determine job classification. It does not limit the supervisor or Chief Executive Officer from assigning other duties as the nature of the organization's business needs may change.

Essential Function: Team Support

Provide direct support to all services staff in facilitation of responsibilities associated with their job duties and responsibilities. Services should be directed toward achieving solutions in support of MERIL objectives.

Criteria for Success/Accountability:

- Serve as a liaison to CDS and IL specialists, and other financial services staff, with regard to issues surrounding assigned areas, such as EVV setups and troubleshooting
- Document all contact with service participants and attendants in the electronic databases used by the organization in a timely fashion so the information is available to appropriate staff
- Serve as backup to other members of the team and assist with training efforts in order to create or maintain redundancy in all areas
- Process and deliver incoming and outgoing mail
- Complete special projects and other duties as assigned by supervisor

Essential Function: Purchasing and Processing Invoices

Responsible for placing and tracking orders for needed products and researching best prices. Responsible for sending invoices to designated recipients.

Criteria for Success/Accountability:

- Monitor office supplies and purchase new supplies as needed
- Place purchases for other products when requested and approved by Management Council members
- Research best prices and vendors
- Process invoices by scanning/sending them to the appropriate recipient, such as the supervisor or the financial services representatives

Essential Function: Personal Attendant Payroll (PAP) processing team member

Assist in processing PAP biweekly payroll.

Criteria for Success/Accountability:

- Verify attendant timesheets for accuracy
- Ensure PAP paychecks are accurate, paid timely, and documented
- Ensure PAP payroll files are up to date and filed timely

Essential Function: All MERIL Staff Expectations

Professionalism & Work Ethic:

- Arrive on time for all work activities
- Remain productive throughout the work period
- Dress appropriately for the work situation
- Establish priorities while remaining flexible when faced with schedule changes, interruptions, or the need to deal with difficult situations
- Keep confidential information confidential
- Travel as required
- Demonstrate personal integrity and sound judgment
- Work beyond “normal” work hours and in other positions temporarily when necessary
- Demonstrate the desire to make a direct and significant impact in the lives of service participants and staff
- Demonstrate sound time management and organizational skills
- Demonstrate enthusiasm and optimism for your work and the organization

Problem Solving & Critical Thinking:

- Demonstrate a desire to learn new skills and applying those new skills to promote efficiency
- Actively pursue and participate in performance improvement activities
- Actively participate in long-range and strategic planning
- Seek new methods, work principles and creative solutions to issues, concerns and problems
- Continuously assess the effectiveness of work and service processes, and make changes when needed

Teamwork & Collaboration

- Seek the perspectives and knowledge of others
- Demonstrate the willingness to share knowledge and expertise with others
- Seek opportunities to help others and volunteer to help others
- Engage in active and careful listening to others
- Share ideas, thoughts, and concerns in an honest and respectful way

Authority Delegated:

This position has no supervisory responsibilities. Responsibilities are carried out in accordance with the organization’s policies and procedures, regulatory authority and certification standards, and law.

Minimum Qualifications:

- High School diploma
- Minimum of five years’ experience in accounting or bookkeeping
- Ability to travel, valid driver’s license, and current vehicle insurance

Employee Sign Off:

The employee is expected to adhere to all agency policies, procedures and practices. The employee is required to act as a role model in the adherence to agency policies and procedures.

I have been informed of the location of agency policies and procedures and understand my responsibilities to adhere to those policies and procedures.

I have read and understand the essential functions of this job description.

Signature: _____ Date: _____

Printed Name: _____