**Job Title:** HCBS Program Coordinator

**Location**: 16140 N Arrowhead Fountains Ctr. Dr. Suite 107 Peoria, AZ 85382

**Position Type**: Full-time, Salaried

**About Us:**

Fostering Hope LLC has been offering support services to individuals with special needs since 2007. Our mission is to provide a safe, supportive, and holistic approach to teaching individuals how to increase their independence. We do this in multiple AZ DES-DDD licensed certified settings such as our: Developmental Foster Homes, Adult Day Program, Group Supported Employment, as well as Home and Community Based Services.

**Job Description:**

Our Home and Community-Based services (HCBS) program is experiencing significant growth necessitating the appointment of a dedicated coordinator. We are actively seeking a dynamic individual to join our administrative team in the pivotal role of HCBS program coordinator.

**Responsibilities:**

* Provide daily supervisory management and leadership for the HCBS program.
* Ensure seamless execution of day-to-day operations, addressing and promptly resolving any concerns.
* Efficiently managing a caseload of HCBS members and providers.
* Checking both the HCBS and Vendor calls email accounts and responding to emails from each.
* Advocating and educating your families, being a community resource and support to them.
* Responsible for the recruitment of providers into the agency.
* Perform required home visits and maintain documentation in a standardized file format for both provider and member files.
* Have a working knowledge and understanding of the Habilitation, Respite and Attendant Care Service Specifications.
* Review all placement profiles and initiate contact with applicable parties to make an appropriate match for the member with one of our HCBS providers.
* Ensure that all authorizations are received in an appropriate amount of time of the placement being made and contact has been made with the support coordinator for the appropriate site code, while ensuring prompt resolution of billing denials.
* Perform other duties as assigned.

**Qualifications:**

* Possess a valid Arizona Driver's License
* Clean 39-month driving record.
* Possess/be able to obtain an Arizona Level One Fingerprint Clearance Card
* Article 9 Training
* Certification in Adult/Child/Infant CPR and First Aid
* Complete a criminal history affidavit and receive clearance from the Department of Economic Security central registry/OIG/System for award management.
* Ability to work flexible hours.
* Preferred bilingual, fluent in Spanish, in both verbal and written communication skills.

**Position Requirements:**

* Minimum High School Diploma or GED
* Bachelor’s degree in related field preferred
* Two years' experience working with Adults and Children with disabilities population; this can be demonstrated through a combination of education, experience and/or training.
* A minimum of two years of current experience in DDD program management.
* Must have a high level of understanding of DDD policies and program specifications.

**Benefits:**

* 401k
* Dental insurance
* Health insurance
* Vision insurance

**Shift availability:** Day shift (Required)

**Expected Hours:** 40 hours per week.

**Ability to commute/relocate:** 16140 N Arrowhead Fountains Ctr. Dr. Suite 107 Peoria, AZ 85382

**Work Location:** In Person