NWF Health Network

Vouchering Assistant

POSITION OBJECTIVE: Perform data entry activities and assure data integrity in child welfare systems (FSFN/CoBris) related to children in licensed care or under the supervision of Department of Children and Families (DCF)/NWFHN. Perform and monitor vouchering activities to assure payment to foster care/adoptive providers, Independent Living (IL) Youth, Relative/Non-Relative Caregiver (GAP Program) and Child Welfare Providers.

ESSENTIAL FUNCTIONS:

- FSFN and CoBris data entry.
- Maintain FSFN Service Types
- Complete and monitor vouchering activities for the payment of foster parents, adoptive parents, relative/non-relative caregivers, IL youth, initial and annual clothing allowance and non-recurring payments.
- Monitor and assist with the review of authorization reports for each service batch as needed for payments accuracy and corrections as required.
- Receive, validate, and calculate invoicing for residential Group Care providers.
- Track and disseminate rate agreements.
- Complete and monitor reconcile of the monthly check write files to FSFN OCA Summary Detail Report.
- Monitor and maintain the DCF monthly Expenditure report.
- Develop, implement, and maintain processes and tools to meet the needs of the accounting department as it relates to out of home care budget.
- Other vouchering supports as needed.
- Participate in the Quality Assurance/Quality Improvement process.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:

REQUIRED:

- High School Diploma or GED equivalent
- Two years of clerical office experience
- Knowledge of Microsoft Word and Excel
- One year working with State/Federal Funding

PREFERRED:

- Associates Degree
- Previous experience in a social service organization.
- Extensive knowledge of federal programs and funding related to child welfare.

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- Experience with Department of Children and Families budgeting and invoicing processes.
- Accounting experience

SKILLS:

- Strong computer skills
- Knowledge of and ability to use worksheet (Excel) and database.
- Ability to handle confidential information appropriately.
- Strong verbal and written communication
- Knowledge of community resources
- Ability to work flexible hours as required.
- Ability to travel.
- Ability to work independently, be a team member and meet deadlines.

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

_____   _____
Name (print)   Supervisor's Name (print)
_____   _____
Employee's Signature   Supervisor's Signature
_____   _____
Date   Date