



## **Revenue Maximization Specialist**

**POSITION OBJECTIVE:** Identify and assess client and family needs related to the intake and placement of children placed in care or under supervision by DCF/NWFHN due to abuse or neglect by caretakers. Evaluate, coordinate, and ensure the proper federal funding source for each client is identified and entered into the system of record.

### **ESSENTIAL FUNCTIONS:**

- Ensure Title IV-E and Medicaid eligibility determinations are completed timely for all clients who are in out-of-home care.
- Ensure that all eligibility determinations are processed through FSFN and FLORIDA system.
- Ensure children are enrolled in the Child Welfare Specialty Plan as applicable.
- Ensure demographics information is correct for all active clients in FSFN.
- Complete all necessary paperwork for eligibility requirements which consist of but not limited to Medicaid Applications, Title IV-E, etc.
- Ensure Guardianship Assistance Payment eligibility is completed in FSFN
- Ensure Maintenance Adoption Subsidy Eligibility is completed in FSFN timely and accurately.
- Monitor weekly FSFN reports to evaluate eligibility needs.
- Ensure IV-E redeterminations are completed annually.
- Assist with the completion of initial and annual TANF Forms as needed.
- Coordinate and communicate with Department of Children and Families, Child- In-Care (CIC) regarding Medicaid and appropriate eligibility for all clients in licensed care.
- Review court orders for appropriate federal funding language for clients who are in licensed care.
- Keep all eligibility files up to date and accurate - ready for on-the-spot monitoring and ensure all eligibility documentation is uploaded in FSFN.
- Prepare eligibility files for audits.
- Serve as the referral source to Child in Care for Relative and Non-Relative caregiver benefits
- Ensure all eligibility for clients who receive third party benefits.
- Coordinate and communicate with the Social Security Administration (SSA)/Client Trust Specialist to ensure third party benefits are received timely and all necessary paperwork is completed for SSA.
- Monitor and evaluate clients' balance and expenditure plan for clients who receive third party benefits.
- Coordinate trainings for case management and Child Protective Investigators on federal funding issues as needed or requested.
- Exhibit expertise in Revenue Maximization
- Participate in the quality improvement process.



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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
- Previous experience in a social services organization

#### **PREFERRED:**

- Previous experience with Revenue Maximization and federal funding or Medicaid eligibility
- Previous experience working in FSFN (Florida Safe Families Network)
- Bachelor's Degree

### **SKILLS:**

- Excellent assessment skills and intervention strategies
- Ability to act with a high level of independent judgment
- Ability to identify environment stressors
- Ability to handle confidential information appropriately
- Strong verbal and written communication
- Ability to work flexible hours as required
- Knowledge of professional ethics relating to child protection and counseling
- Ability to use and proficiency in computer software applications

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**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.**

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Name (print)

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Supervisor's Name (print)

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Employee's Signature

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Supervisor's Signature

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Date

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Date