

**NWF Health Network**  
**Federal Funding Assistant**

**POSITION OBJECTIVE:** Provide diverse administrative support to all Federal Funding programs regionwide. 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)/NWF. The ideal candidate for this position will have a strong attention to detail, and the ability to collaborate with internal and external agencies.

**ESSENTIAL FUNCTIONS:**

- Provide clerical support, including filing, FSFN and Cobris data entry, purchase orders, and photocopying as needed.
- Upload Federal Funding documents into FSFN File Cabinet (rate agreements, expenditure plans, etc.)
- Maintain Fee Waiver tracking form.
- Collect documentation and tracking for non-DCF license.
- Work with Case Management Organizations to support Relative and Nonrelatives interested in the NRCG/RCG programs.
- Coordinate with Case Management Organizations (CMOs) to ensure timely completion of expenditure plans.
- Provide IV-E Eligibility letters to Case Management Organizations (CMOs) as requested.
- Monitor and track clients' balance and expenditure plans for third party benefits.
- Provide Case Management Organizations (CMOs) with Monthly Balance Reports of their Client Trust funds.
- Manage Client Trust Inventory Tracking forms are received for all purchases.
- Participate in the quality improvement activities.
- Request Direct Deposit information and provider address verification from FSFN for submission to accounting.
- Coordinate annual TANF mailout for Post Adoption families.
- Receive and sort SSA mail; distribute to the appropriate Case Manager accordingly.
- Maintain a good working relationship with Dependency Case Managers, Child Protective Investigators, Children's Legal Services, Adoption Specialists and SSA.

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.

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**QUALIFICATIONS:**

**REQUIRED:**

- High School Diploma or GED equivalent
- One year of clerical office experience
- Training in typing, filing, and office procedures
- Knowledge of word processing and spreadsheets

**PREFERRED:**

- Prior experience working with Medicaid
- Prior experience with third party benefits and the Social Security Administration
- Knowledge of FSFN

**SKILLS:**

- Basic computer skills
- Good interpersonal skills

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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