



**JOB DESCRIPTION:** Waiver Coordinator (HSW/CWP)

**EMPLOYMENT CATEGORY:** At-will, Administration

**POSITION HIRED BY:** Mid-State Health Network (MSHN)

**FULL-TIME/PART-TIME:** Full-time

**SUPERVISOR:** Chief Behavioral Health Officer

**EXEMPT/NON-EXEMPT:** Exempt

**MANAGEMENT RESPONSIBILITIES:** Personnel - No  
Resources - Yes

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### **Position Overview:**

Under the direction of the Chief Behavioral Health Officer (CBHO), the Waiver Coordinator is responsible to manage the strategic and day-to-day operations of the region's waiver programs, primarily for Habilitation Supports Waiver (HSW) and the Children's Waiver Program (CWP) and as directed, provide backup for the Waiver for Children with Serious Emotional Disturbance (SEDW), as well as the Autism Spectrum Disorder (ASD) benefit program. The Waiver Coordinator has primary responsibility in performing a variety of functions including: policy and procedure development, waiver application review and approval, collaborate with the region's Community Mental Health Service Programs (CMHSPs), facilitate regional capacity and competency related to the waiver programs, and serve as a primary point of contact to the Michigan Department of Health and Human Services (MDHHS) for the identified HSW and CWP-related activities.

This position requires strong listening skills, exceptional attention to detail, an analytical approach to problem solving, the capacity to achieve targeted outcomes in a timely manner while working independently, as well as the ability to be flexible, efficient, and effective as part of a team. This position calls for excellent written and oral communication skills and a clear and unyielding understanding of confidentiality.

Responsible for carrying out all activities in accordance with MSHN policies, procedures, regulatory and compliance requirements.

### **Qualifications**

#### **Minimum Qualifications**

- Bachelor's degree in social work or related field;
- Possesses or is eligible for professional licensure in the State of Michigan;
- A minimum of three years of experience in a behavioral health clinical/administrative position;
- Thorough working knowledge regulatory and compliance requirements for MDHHS specialty waiver programs
- Knowledge and application of the principles and practices of continuous quality improvement;
- Working knowledge of individual and organizational applicable licensing statutes and standards as it relates to waiver requirements;
- Knowledge of methods and techniques of research, statistical analysis and report presentation; and
- Flexibility to meet obligations outside of normal business hours.

#### **Preferred Qualifications**

- Master's degree in Social Work or related field;
- Meets the education and experiential standards of a Qualified Mental Health Professional and/or Qualified Intellectual Disability Professional.
- Experience in waiver program administration, including HSW, CWP, and SEDW ("the waivers");

- Experience in administration of Early and Periodic Screening, Diagnosis, & Treatment (EPSDT) policy benefit for ASD.
- Experience in a Community Mental Health Services Program, including knowledge of service eligibility criteria and full-service array;
- Knowledge and understanding of Applied Behavior Analysis (ABA) principles;
- Knowledge and understanding of prevailing treatment and services philosophies relating to persons served;
- Knowledge of all federal statutes surrounding participation in the Medicare and Medicaid programs; and
- Knowledge of Michigan's Mental Health Code and Public Health Code governing substance abuse services.

#### **Required Skills**

- Understanding of DSM-5 description of autism spectrum disorders, intellectual and developmental disabilities, mental illnesses, co-occurring disorders, and other diagnoses, as appropriate;
- A working understanding of habilitative and rehabilitative goals and objectives;
- Ability to handle confidential information and materials is essential;
- Excellent organizational skills and ability to prioritize a workload;
- Excellent interpersonal and human relations skills;
- Excellent verbal and written communication skills;
- The ability to publicly present complex information in a concise, understandable format;
- Ability to interact positively and collaboratively with Board members, executives, including Community Mental Health Service Programs (CMHSP) executives, co-workers, clients, and community representatives from diverse cultural and socio-economic backgrounds;
- Use of a personal computer (PC) for administration and communication;
- Use of Microsoft Office; and,
- The ability to legally drive within the State of Michigan.

<b><u>Responsibilities</u></b>	<b><u>Designated Back-Up</u></b>
Assist in the compilation and submission of requested proof documents to MDHHS for Centers for Medicare and Medicaid Services (CMS) indicators, for waiver beneficiaries.	
Facilitate remediation of all MDHHS site review citations and random sample recertification packet reviews on a quarterly basis.	
Manage initial and ongoing compliance with the HSW and CWP requirements. collaborate with the region's CMHSPs and providers, as warranted.	Waiver Coordinator (ASD/SEDW)
Organize, lead, and participate in meetings and communications related to HSW and CWP requirements, including committees, workgroups, and learning communities.	Waiver Coordinator (ASD/SEDW)
Act as the information conduit between MDHHS, MSHN, and CMHSPs on all HSW and CWP benefit plan matters.	Waiver Coordinator (ASD/SEDW)
Incorporate HSW and CWP elements into ongoing CMHSP site review processes.	Waiver Coordinator (ASD/SEDW)
Assist with implementation of the appropriate data collection and surveying for HSW and CWP functions.	Waiver Coordinator (ASD/SEDW)

Collaborate with MSHN CMHSP participants in the coordination of HSW and CWP and submission of all applications.	Waiver Coordinator (ASD/SEDW)
Act as an information conduit between MDHHS, MSHN and CMHSPs on all HSW and CWP matters.	Waiver Coordinator (ASD/SEDW)
Review packets prior to submission to MDHHS regarding priority, eligibility, and/or recertification as warranted.	
Maintain the MDHHS Waiver Support Application (WSA) Web-based portal by entering, updating, reviewing, and approving required waiver and ASD information.	Waiver Coordinator (ASD/SEDW)
Approve appropriate WSA activity and contact CMHSP designees as needed for information and clarification.	
Direct and participate in Provider Network waiver monitoring activities including communication and development of corrective action plans for noncompliance.	
Timely communication and training for regional HSW and CWP designees as requested on related policies/process, paperwork, compliance expectations, WSA portal, HSW/CWP reports, etc.	Waiver Coordinator (ASD/SEDW)
Collaborate with CMHSPs and facilitate with MDHHS the timely transfer of waiver HSW/CWP cases inside and outside the MSHN region, as warranted.	
Provide monthly reports to the MSHN Chief Behavioral Health Officer regarding HSW and CWP program compliance tracking measures.	Waiver Coordinator (ASD/SEDW)
Quarterly collection and submission of HSW Behavior Treatment Plan monitoring data.	
Establish and maintain appropriate working relationships with consumers, network providers, outside agencies, accrediting organizations, etc.	
Be knowledgeable about and actively support: <ul style="list-style-type: none"> <li>• culturally competent recovery-based practices,</li> <li>• person centered planning as a shared decision-making process with the individual, who defines his/her life goals and is assisted in developing a unique path toward those goals, and;</li> <li>• a trauma informed culture of safety to aid consumers in the recovery process</li> </ul>	
Perform other duties as defined.	

### **Compensation**

This is a full-time, salaried position with additional benefits. Minimum hours will be 40 per week. The schedule will be set in conjunction with the needs of the organization as approved by the MSHN Deputy Director.

**Environment & Safety****Minimum Physical Requirements**

- Ability to exert/lift up to 25 pounds of force occasionally and/or up to 15 pounds frequently and/or up to 10 pounds constantly to move objects;
- Ability to sit for extended periods of time;
- Ability to travel offsite for various meetings, activities, and events; and
- Ability to use computer, telephone, copy machine and various office equipment.

**Work Environment**

- Normal office environment; and
- Frequent travel by automobile.

To carry out this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below affirms that I have reviewed the job description and agree that it accurately reflects the scope of the position for which I am responsible.

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Employee Signature

Date

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Supervisor Signature

Date