



Lincoln Trail ADD

Job Description

PDS Service Advisor

Pay Grade 14

STATUS	
Date: 18 January 2023	Department: Aging & Social Services
FLSA Status: Non-Exempt	Reporting Authority: Waiver Program Team Leader/Supervisor
Supervisory Responsibility: None	

Position Overview:

The incumbent shall have responsibility for services including, but not limited to, assistance to eligible Medicaid participants receiving waiver services to enable them to remain in the community setting. Responsibilities include working with these individuals to identify needs, develop a plan of care, assist with arrangement for services (when necessary), monitor the provision of services and reassess the person's needs and progress on a regular basis. Responsibilities include assistance with hiring of PDS employees and the approval process for payroll. The Service Advisor may be asked to work in other programs within the aging department based on funding streams or departmental needs.

Duties & Responsibilities:

- Formulate initial plan of care and conduct annual plan of care meetings; make contacts with participants; work closely to maintain and enhance volunteer and informal support systems; and maintain client confidentiality.
- Assist participants through the representative and employee approval process including annual updates of employee documents.
- Approve employee payroll once it is approved by the representative.
- Communicate appropriate service information to appropriate provider agencies.
- Maintain all required case records and update information on a regular basis.
- Conduct appropriate referrals to provider agencies when services requested are beyond the scope of the LTADD contracted programs.
- Participate in interagency conference as well as Service Providers' meetings, community partners meetings and other meetings as directed.
- Must meet time deadlines established by the leadership team and maintain clear and understandable records in a professional manner.

- Must work in other programs provided in the Aging and Social Services Department. This includes the willingness to cross train for other programs to assure client needs are met in all programs.
- Other duties as assigned.

Education & Experience:

- Required: Must meet the requirements for the Kentucky Homecare program case manager and Service Advisor in the Kentucky Consumer Directed Options (CDO) projects.

General Qualifications:

- Must have excellent written, verbal and listening skills and in working with frail and/or older persons, other professionals and the general public.
- Must hold a valid Driver's License and ultimately obtain a Kentucky Driver's License.
- Must behave responsibly, consistently, and professionally in all interactions with clients.
- Submit to a Tuberculosis (TB) Skin Test or Screening annually. Screening costs will be covered by LTADD.
- Undergo CPR/First-Aid Training every two years. Associated training costs will be covered by LTADD.
- Complete DAIL Attendant Training annually at the time personnel evaluations are performed.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position will require criminal background screening.

Work Site:

General office setting; however, flexibility for travel and mobility to attend meetings is a must. May require walking, flying or operating a vehicle. This position requires attendance of after hour meetings and occasional overnight travel with limited notice.

Workplace Hazards:

No known hazards exist in the workplace. Must operate a staff vehicle and general office equipment in the course of daily duties.