

CHILD HEALTH CARE COORDINATOR

Start Date: 7/17/2024

End Date: 7/26/2024

If you are interested in applying, please submit your cover letter and resume to Human Resources via email - HR@cnsfwl.org.

- Children's Network of Southwest Florida, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ High School Diploma or equivalent and at least 2 years of related work experience or;
- ◆ Associates degree from an accredited college, university or technical school and 1 year of related work experience
 - ◆ Official transcripts are a mandatory requirement
- ◆ Experience working with Medicaid health plan preferred
- ◆ Medical office or pharmacy experience is a plus

General Purpose of Job (Full job description will be provided upon interview)

This is supervised office-based work in the Children's Network of SWFL's Revenue Maximization unit requiring a working knowledge of Medicaid managed care plan enrollment and benefits. Tasks for this position include timely enrollment onto the appropriate Medicaid managed care plan for children entering the child welfare system, assisting with Primary Care Physician (PCP) changes, dental and medical plan changes and processing incoming Medicaid mail. These responsibilities require professional interaction with case managers, caregivers, medical and dental offices, Medicaid plan staff, and other stakeholders providing exceptional customer service, support and assistance. The Child Health Care Coordinator must acquire the skills to become proficient with several statewide management information systems including FSFN, FLORIDA, and FLMMIS and must gain familiarity of the Florida child welfare system.

Certificates, License, Registrations, background checks, drug screens

- Valid driver's license, clean driver's check, and proof of insurance is required
- No special certification or registration is required for this position
- Criminal background screening (FBI/FDLE and Local Law Enforcement) and Abuse Registry Check
- Drug Screening is a requirement
- Children's Network participates in E-Verify

If you are currently an employee of Children's Network of Southwest Florida, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying