



REVENUE MAXIMIZATION SPECIALIST

Posting Date: 10/03/2024

Posting End Date: 10/17/2024

If you are interested in applying for this position, please submit your cover letter and resume to Human Resources at: HR@cnswfl.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

- Bachelor's degree from an accredited college or university (emphasis in social services is preferred)
 - ◆ Official transcripts are a mandatory requirement
- Current Certified Child Welfare Professional is preferred but not required
- Specialized training and/or experience in federal funding related to child welfare is preferred
- Minimum of one (1) year of experience in child welfare

Essential Duties and Responsibilities (Full job description provided upon interview)

1. Accurate and timely processing of new Title IV-E applications for out-of-home care clients
2. Accurate and timely processing of new Adoption Title IV-E applications for children in Adoption placement.
3. Complete and submit Medicaid application to the DCF CIC Unit upon notice of a child's out-of-home placement to ensure timely Medicaid coverage.
4. Complete Medicaid re-determinations within 30 calendar days of request from CIC Unit.
5. Monitors TANF application and eligibility re-determination processes to ensure compliance with DCF and Federal guidelines. Assists case managers and adoptive parents in completing TANF applications for clients in relative, non-relative and adoptive placements. Ensures TANF determinations do not expire before re-determinations are completed.
6. Manage and respond to inquiries regarding Medicaid billing and primary care physician changes from foster parents, case managers, relative and non-relative caregivers, and Protective Investigators.
7. Maintain accurate eligibility records for all clients with the appropriate paperwork compiled for the DCF Contract Oversight Unit.

Certificates, License, Registrations, background checks, drug screens

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

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

