

**Job Description****Job Title: Revenue Management Specialist****Position Concept**

This position obtains, maintains client information within various data systems for the purpose of vouchering to the State using expenditure codes in accordance with DCF's Accounting Procedure Manual in order to draw down Federal Financial Participation. In addition, this position process client information to determine eligibility for Federal subsidy for emergency shelter, foster care and adoption services.

Essential Functions

- Accurately enter all required program information adhering to strict deadlines.
- Enter program referrals, admissions and discharges, authorization and placements, service events, monthly outcomes data, critical incidents, and other miscellaneous information collection.
- Attend weekly unit meeting addressing unit issues, changes, sharing of information, and offering ideas or solutions to unit issues.
- Perform searches to find information requested staff such as locating client, historical information, research client eligibility history, provider placement histories and legal status history.
- Query system to assess specific information, locating and correcting data entry errors. Identify where errors are occurring and notifies system administrator of problems.
- Perform routine validation sampling.
- Assist with file audits to assess completeness of information.
- Assist in QI file auditing exercises in preparation for federal and state monitoring visits.
- Receive consumer and provider calls, log any complaints, respond to requests or assistance in a timely and effective manner by forward information to supervisor for review.
- Assist users via phone on data entry performed by field staff.
- Participate in the quality improvement process.
- Obtain and maintain appropriate case documentation (court orders, court reports and case plans), field notes, correspondence, CIS forms, birth certificates, social security cards, etc. for determining or re-determining eligibility of clients for Federal funding and for maintaining compliance.
- Assist in the completion of applications for Medicaid and Federal Funds and refers them to Economic Self Sufficiency (ESS) for eligibility determination by the Child in Care (CIC) Specialist.
- Monitor client eligibility determination by the CIC Specialist on a monthly basis.
- Enter data into the Florida Safe Families Network (FSFN) for the purpose of vouchering the State using expenditure codes in accordance with DCF's Accounting Procedure Manual in order to draw down Federal Financial Participation.

- Maintain open communication with Protective Investigators and Case Managers responsible for supervising cases of children in care, obtaining information on income, household composition and family resources in order to determine eligibility.
- Track and updates placement history logs showing movement from one Out of Home Care placement to another.
- Continually review files to determine eligibility for recoupment of federal funds.
- Enter processed applications in ICWSIS for Flex Fund.
- Request, as needed, Emergency Funds to pay for services and goods to prevent children from entering care.
- Attend staff meetings, in-service training and other meetings, staffings, or conferences as necessary.
- Provide technical assistance on the completion of all eligibility forms.
- Enter eligibility information into FSFN (Florida Safe Families Network).

Position Specifications

Education: Bachelor's Degree or equivalent required.

Experience: Two years' experience in data management and/or Medicaid eligibility determination required.

Skills: Strong organizational skills, ability to work with strict deadlines, strong analytical and problem solving skills, detail oriented, excellent verbal and written communication skills, ability to work effectively in a team environment, ability to manage multiple tasks and conflicting priorities, strong customer service skills, knowledge of data validation functions, knowledge of quality assurance programs, knowledgeable in web based applications, knowledgeable about client information system software, strong computer skills, including the use of Microsoft Word and Excel, strong interpersonal skills, ability to multi-task, ability to understand legal documents, ability to maintain confidentiality

Physical Demands: Must be able to sit at desk for long periods of time. Ability to lift up to 25 pounds. Must be free of communicable diseases as required by the state and to the extent that knowledge is attainable under the law.