



# JOB OPENING

## CDS-FMSA Employer Services Manager

**DEPARTMENT:**

Consumer Directed Services (CDS) Financial Management Services

**SUMMARY:**

This position is responsible for providing FMSA client services for clients with Medicaid waivers.

**LOCATION:**

Position will serve clients in the Abilene/North Texas area, Home Office

**REPORTS TO:**

Director of Operations for CDS-Financial Management Services

**STATUS:**

Full-time. Exempt under the Fair Labor Standards Act. Must reside in the Abilene/North Texas area.

**WORKING CONDITIONS:**

May require flexible work hours, including after hours that include weekends. 40 hours per week

These duties are performed under supervision and in accordance with Imagine Enterprises' established policies. This position will work cooperatively with CDS staff, service providers and the community, always ensuring the consumer's rights are respected and observed.

**QUALIFICATIONS:**

- Must have at least two years of experience in the human service field.
- Prefer employment at a LIDDA.
- Must have experience working with persons with Intellectual and Developmental Disabilities.
- Must have reliable transportation that is current with all state requirements, and liability insurance.
- Must be proficient in computer applications such as MS Word, Excel, Outlook, and HHSC's TMHP.
- Prefer HHSC Medicaid billing experience.
- This is a home office position so candidate must be self-motivated, have the ability to multi-task, and is a self-motivated person with excellent organizational skills.
- Must possess a current Texas driver's license and social security card with the ability to pass HHSC required background checks.
- Must have good interpersonal skills, ability to establish a working relationship with clients, mature problem-solving approach to daily work, knowledge of local social service network, ability to express self clearly and effectively orally and in writing, demonstrated ability to work within a team approach.

**JOB DUTIES:**

Provides in-home or virtual FMSA client services to the Abilene/North Texas area for Imagine Enterprises CDS clients.

- Work 1:1 with clients, their families, and CDS employees.
- For clients in the Abilene/North Texas areas:
  - facilitate CDS orientation meetings for new clients
  - create or edit renewal/revised budgets
  - create new hire paperwork for CDS employees
  - communication with employers for EVV or other required trainings
  - entity agreements for vendors
- Attend in-person or virtual meetings held by Imagine Enterprises, HHSC or another entity as requested.
- Provide ongoing technical assistance for CDS employees or employers
- Work 1:1 with clients/their families/employees to train on the use of the EVV equipment and/or smart-phone application to record time worked.
- Ensure the confidentiality of files and records of client information in a secure home office.

**DOCUMENTATION:**

- Document all paperwork accurately established by Imagine Enterprises and HHSC.

**PRODUCTIVITY:**

- Maintain open communication with supervisor:
- Inform supervisor immediately of any difficulties which obstruct the completion of duties or changes in normal scheduling.

**TRAINING:**

- Candidate must enroll in and pass the HHSC Support Advisor online training within the first 30 days of hiring as this coursework provide in-depth knowledge of consumer directed services.
- Will participate on all HHSC EVV and CDS webinars and all training provided by Imagine Enterprises.

**BENEFITS:**

- Medical, dental and vision insurance
- Simple IRA
- Life & AD&D insurance
- Mileage reimbursement
- WIFI reimbursement
- Computer, printer/scanner will be provided by Imagine Enterprises

For more information contact Cheryl Harris: 832-563-0661

Submit resume to: [cheryl.harris@imagine-enterprises.org](mailto:cheryl.harris@imagine-enterprises.org)