

Revenue Coordinator

Requisition #: ACCT-SDPAC-041024
Closing Date: Open Until Filled
Classification: Non-Exempt
Salary Range: \$2,839.00 - \$5,488.00 / Monthly DOE

PURPOSE:

To review and support the Trust Department on all individuals' benefits (SSI/SSA and Medi-Cal).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. WRC Core - Communications

- Responds to all phone calls by close of business the following workday, including telecommute day, if any
- Responds to emails by close of business the following workday, including telecommute day, if any
- Clears/checks voicemail routinely throughout the day, including telecommute day, if any
- Clears/checks email routinely throughout the day, including telecommute day, if any
- Remains consistently reachable by staying in contact with individuals and the Agency

2. WRC Core - Accountability

- Consistently provides an accurate weekly schedule, ensuring that supervisor is aware of whereabouts, and considering the Agency's business needs when requesting time off
- Adheres to agreed-upon work schedule
- Arrives and departs in a timely manner
- Attends all regularly scheduled mandatory and other meetings
- Utilizes absence information management tools (Out of Office Assistant and DND) on a consistent basis

3. WRC Core - Goals and Objectives

- Sets appropriate priorities
- Arrives at prudent and well-thought-out decisions with appropriate input
- Completes incidental tasks as requested in a timely manner
- Manages multiple tasks while meeting required time frames
- Adheres to Agency and departmental policies and procedures

4. WRC Core - Professionalism

- Maintains a professional appearance and demeanor
- Demonstrates kindness, courtesy and respect in all interactions with co-workers and others
- Treats our individuals with respect and consideration
- Works collaboratively with team members and/or other departments to identify and resolve issues
- Fosters goodwill and contributes to a positive work environment through attitude and actions

5. Residential Admissions:

- Process admission agreement, authorizations and cancellations for all residential individuals

6. Individuals Money Management:

- Review all money management requests and code for payment
- Request individuals' wages

7. Medi-Cal:

- Prepare applications for initial Medi-Cal coverage (all individuals) for long term care, MC250, DPSS (those not receiving SSI)
- Complete annual Medi-Cal re-determination (all individuals) for long term care, MC250, DPSS (for those not receiving SSI) as requested, and notify change of benefit, address and replacement of Medi-Cal
- Handle all problems associated with Medi-Cal
- Process requests for replacement Medi-Cal cards for individuals who receive SSA only

8. SOF:

- Process SCF changes based on Social Security letters (for all individuals)
- Process the final procedure of the SOF maintenance

9. Social Security:

- Handle Social Security issues for individuals whose last names begin with M-Z only, such as initial SSI/SSA application, annual SSI re-determination, change of living arrangements and change of address

10. Support:

- Provide backup for Senior Revenue Coordinator as needed
- Provide backup for Fiscal Assistant V as needed (Note: regarding payments, support will consist of reviewing the invoices for processing)

JOB SPECIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES):

- Education requirement: Minimum high school diploma or equivalent
- Years of experience required: 2 years in accounting or finance
- Knowledge of the following software: AS400, Microsoft Office
- Knowledge of basic office machinery: 10-key, copier, etc.
- Some knowledge of SSI/SSA
- Good communication skills

POSITION PERFORMANCE CRITERIA:

1. WRC CORE - Demonstrates responsiveness in all communications, by:

- Responding to all phone calls by close of business the following workday, including telecommute day, if any
- Responding to emails by close of business the following workday, including telecommute day, if any
- Clearing/checking voice mail routinely throughout the day, including telecommute day, if any
- Clearing/checking email routinely throughout the day, including telecommute day, if any
- Being reachable by staying in contact with individuals and the Agency

2. WRC CORE - Proves reliability and accountability through:

- Consistently providing an accurate weekly schedule, ensuring that supervisor is aware of whereabouts, and considering the Agency's business needs when requesting time off
- Adherence to agreed-upon work schedule
- Timely arrival and departure
- Attending all regularly scheduled mandatory and other meetings
- Utilizing absence information management tools (Out of Office Assistant and DND) on a consistent basis

3. WRC CORE - Sets appropriate priorities to meet departmental goals and objectives including, but not limited to:

- Setting appropriate priorities
- Arriving at prudent and well-thought-out decisions with appropriate input
- Completing incidental tasks as requested in a timely manner
- Managing multiple tasks while meeting required timeframes
- Adhering to Agency and departmental policies and procedures

4. WRC CORE - Demonstrates professionalism, teamwork, and positive interactions through: Professional appearance and demeanor:

- Demonstrating kindness, courtesy and respect in all interactions with co-workers and others
- Treating our individuals with respect and consideration
- Working collaboratively with team members and/or other departments to identify and resolve issues
- Fostering good will and contributing to a positive work environment through attitude and actions

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SPECIAL REQUIREMENTS:

This position will primarily be based in the office; however, remote work may also be available.

WRC is an equal opportunity employer. Further, WRC will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested, please send resume and cover letter to Jobs-WRC@Westsiderc.org by the closing date and include the Requisition Number and Job Title in the subject line of the email.

**** Reminder for Current Employees: Please remember to refer a colleague for an incentive when they are hired and successfully pass the introductory period.**