**DATE: 3/6/2018**

**BUSINESS ADMINISTRATIVE ASSOCIATE CORE PROGRAM SPECIALIST**
**DEPARTMENT: Core Compliance and Audit**
**Location: Negotiable**
**FLSA: Exempt**
**UNION: N/A**
**JOB POSTING: #18-035 (Exam Request title: Core Program Specialist)**

**TO APPLY**: http://jobs.uic.edu

## Minimum Acceptable Qualifications:

1. Bachelor's degree in business administration, management or a field related to the position

2. Two years of professional level accounting, managerial and/or business experience, one year of which was at an administrative level.

3. *Additional education, training and/or work experience in the area of specialization inherent to the position may be required.
*Minimum of a Bachelor's degree in nursing or health related field.
*Registered Nurse (RN) licensure

**FUNCTION:**
As a member of the Core Compliance and Audit department, provides technical assistance in the implementation and evaluation of DSCC activities relating to professional staff development, policy evaluation/development, and assurance of quality services for children with special health care needs.

**WORK ACTIVITIES:**

1. Provides technical assistance to regional office and Central Office staff relative to client eligibility, medical service eligibility, community resource availability, components of care coordination, provider utilization, clinic organization, interpretation of policy and procedures.
    a. Reviews and advises DSCC staff on policies and procedures in support of client eligibility and care coordination.
    b. Reviews and recommends policy and procedure changes to administration.
    c. Maintains expertise through frequent access of professional literature and attending workshops/conferences.
    d. Assists staff through consultation on issues related to specialized expertise on assigned areas of a professional discipline or concentrated area of study, such as transition, medical home, provider enrollment, medical eligibility, quality assurance/improvement.

2. Develops and assists in implementation of staff development/training activities relating to the role of professional/paraprofessional regional office multidisciplinary teams.

a. Develops content and assists with orientation of newly hired Regional Managers, Care Coordinators, and Program Coordinator Assistants.

b. Develops content and assists with implementation of an ongoing program of continuing education for all professional staff.

c. Develops focused educational programs for staff professionals identified in need of remedial training.

3. Assists in identification of needs and development of DSCC policy, procedures, and job aids in support of the DSCC Core Program.

4. Assists in the development and promulgation of standards of performance and monitoring for professional activities of Regional Managers, Care Coordinators, and Program Coordinator Assistants.

a. Travels to regional offices and clinics, as required, to provide technical assistance.

b. Reviews child case records and DSCC documents to advise on quality and conformity with DSCC rules/policies, and areas of professional expertise.

c. Assists Regional Managers, as requested, with the training of Regional Office Professional staff.

5. When directed, communicates with other agencies, professional groups and organizations to clarify policy and procedures, and facilitate the professional activities of the DSCC professional staff.

6. Performs all additional related assigned Core Compliance and Audit activities as required.

*The University of Illinois at Chicago Division of Specialized Care for Children is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.*

*The University of Illinois may conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.*