

May 2, 2018

Location: Negotiable

Working Title: Home Care Compliance Audit/Assistant Manager

Civil Service Title: Administrative Assistant

FLSA: Exempt

Job posting: 18-052 (Exam Request title: Administrative Assistant)

Please apply at <https://jobs.uic.edu>

Minimum acceptable qualifications are:

1. High school graduation or equivalent
2. Any one or any combination totaling five (5) years (60 months) from the following categories:

(a) college course work in business, finance, accounting or a related field:

- 60 semester hours or an Associate's degree equals one (1) year (12 months)
- 90 semester hours equals two (2) years (24 months)
- 120 semester hours or a Bachelor's degree equals three (3) years (36 months)
- Master's degree or higher equals four (4) years (48 months)

(b) progressively more responsible professional, managerial and supervisory experience that included experience in areas such as supervising staff or job function, organizing and coordinating office operations, and performing duties that lead to knowledge of generally accepted office management principles

*As required by the position to be filled, education, training and/or work experience in an area of specialization inherent to the position may be required to meet credential requirement #2.

* 1 year of experience as a Medical Social Consultant, Medical Social Associate, Nursing Consultant, or Speech and Hearing Consultant preferably with the Division of Specialized Care for Children as outlined by the State Universities Civil Service System.

FUNCTION

Primary responsibility is to assist the Health Care Compliance and Audit (HCCA) Program Manager in planning, directing, monitoring and supervising the DSCC intake team. Assist the HCCA Program Manager with recommendation, development, and implementation of HCCA Program activities related to policy/procedure interpretation and assurance of professional quality. Provides direct supervision to assigned HCCA staff.

WORK ACTIVITIES

- Oversees and provides assistance with intake services to families potentially eligible for the homecare

program.

- Assists in hiring, training, evaluation, and discipline and will be responsible for direct supervision of assigned HCCA staff.
- Assist HCCA Program Manager in day-to-day office operations and reporting.
- Reviews Home Care applications and Medical Plans for Home Care prepared by intake specialist for compliance with the home care policy and procedures and state and federal regulations.
- Manages the review of assessments including Level of Care for homecare participants.
- Assist the program staff in developing and maintaining relationships with discharging facilities.
- Manages special projects related to the HCCA program as directed by the HCCA Program Manager.
- Perform other related duties as assigned.

The University of Illinois at Chicago 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.