

Franklin County Children Services
POSITION DESCRIPTION

Classification Title: Investigator I
Working Title: Investigator I
Supervisor: Investigator 4
Division/Department: Finance & Administration – Auditing/Medicaid Eligibility
Job Status : Full time
FLSA Status : Non-Exempt
PCN : 721216
Pay Range: 13
Probationary Period: 120 Days
Classification #: 26211 – C066
Revision Date : 10/2021

OBJECTIVE/PURPOSE

Employee is under general supervision from the Eligibility Supervisor; performs specialized duties necessary to begin the Title IV-E eligibility process; complete Medicaid enrollment for youth where the agency has received custody; compiling of data and tracking caseloads; responding to requests for information; complete Family First Prevention Services Eligibility and reimbursability; processing medical bills; assist with maintaining annual Title IV-E reimbursability; and processes Title IV-E closed files.

The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 40% Enroll all children into Managed Care Plans for Medicaid Coverage via SACWIS; Complete all required consent and informational request forms; track and log all enrollments; Process all medical cards; includes but not limited to mailing to providers and uploading copy to OnBase
- 20% Prepare IV-E files for eligibility determination by requesting required documents such as, but not limited to, birth certificates and court documents.
- 10% Process all Family First Prevention Services Eligibility and Reimbursability determinations.
- 10% Process all annually required court documents for children in custody and enter required language into SACWIS.
- 10% Process all medical bills received by agency.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 5% Prepare and scan closed files, ensure all required receipts are in the IV-E file, upload closed file into OnBase, and box up and shift closed files. Will include scanning of historic closed Title IV-E Records into OnBase.
- 5% Performs other related duties as assigned. *

**Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.*

SUPERVISORY RESPONSIBILITIES

NONE

QUALIFICATIONS

Minimum Qualifications: Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus 1 course in principles of interviewing (or 1mo. exp.); 1 course in investigative methods, practices and procedures (or 3 mos. exp.); 1course in case preparation techniques (or 1 mo. exp.); 1course in effective oral communication (or 1 mo. exp.);1 course in technical writing (or1 mo. exp. writing detailed technical reports); or equivalent; valid driver's license.

Preferred Qualifications: Associate degree plus relevant work experience; 1 course in general computer or relevant experience.

Certification or Licensure: NONE

AMERICAN WITH DISABILITIES SPECIFICATIONS

Physical Requirements: Must be able to lift and move boxes to shift files up to 40 pounds

Work Environment: Typical office environment.

Signature of Agency Representative:

**Charles Spinning
Executive Director**

Date