BLUEGRASS AREA DEVELOPMENT DISTRICT
JOB DESCRIPTION

Job Title: Program Advisor

Department: Aging

Supervisor: PDS Coordinator

Location Address: 699 Perimeter Drive, Lexington, Kentucky 40517

Grade: 5

Minimum Salary (Rate): Based on Qualifications

Part Time _____ Hourly _____ Full Time __X__ Salaried __X__

The Program Advisor will provide direct support to the Coordinators for the HCB/MP/SCL Medicaid Waiver Programs. This person will answer directly to the PDS Coordinator.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Process all required background checks on PDS employees
2. Complete quality assurance review on all PDS employee packets
3. Assist new employees with set up and training on TELLUS EVV system
4. Submit copies of complete PDS employee packets to FMA
5. Input all PDS employee background/training information into database system
6. Run reports monthly and send letters to individuals who have annual renewal items coming due
7. Communicate with Service Advisor/Case Management staff the status of each employee's approval to work
8. Review and process receipts for Goods Services
9. Review all monthly case notes for completeness and timeliness
10. Other duties as assigned by Supervisor

SKILLS, KNOWLEDGE AND ABILITIES:

1. Ability to effectively coordinate and communicate with clients, service providers and the general public and other staff members
2. Skill in establishing and sustaining interpersonal relationships
3. Knowledge of human behavior
4. Problem solving skills and techniques
5. Leadership skills
6. Ability to multi-task and support multiple individuals
7. Strong computer skills

EDUCATIONAL REQUIREMENTS NEEDED TO PERFORM THE DUTIES OF THE JOB:

1. Bachelor's degree in a health or human services field from an accredited college or university; and at least one (1) year of experience in a health or human services field; or
2. Educational or experiential equivalent in the field of aging or disabilities
3. Current Kentucky driver's license.

DEADLINE: Open until filled

SUBMIT RESUMES TO: Kimberly Fry at kfry@bgadd.org

EOE

*****BLUEGRASS AREA DEVELOPMENT DISTRICT RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION.*****