# Department of Health Long Island Regional Resource Development Center (RRDC)

# Regional Resource Development Specialist

**Reports to:** Directors (Lead) for the Nursing Home Transition Diversion Waiver Program / TBI Waiver Program

**Travel Required: Minimal**

**Salary Range: $43,000-$46,000**

**Position: Full Time: 35 hours per week (does not include lunch)**

**Applicant will be trained**

**Education and/or Experience:**

Possess a Bachelor’s Degree or higher in health or human services or a related field from an accredited college and two years of combined satisfactory professional experience in working with individuals with disabilities and/or seniors and in a managerial capacity; **or**

Possess an Associate's degree from an accredited college and five years of combined satisfactory experience working with individuals with disabilities and/or seniors.

Working knowledge of benefits provided by Medicaid, Medicare and/or other third party payers

**Responsibilities:**

* Perform each duty specified in the contractual agreement between Department of Health, Division of Long Term Care and SILO.
* Assist the Director with coordinating program related activities, evaluating data, and establishing priorities.
* Assist with participant’s assessment, screening, intake and record keeping.
* Review Individualized Service Plans (ISPs) and Revised Service Plans (RSPs) in a timely manner established by the NHTD/TBI Program Manual.
* Assist (as needed) with the review of Provider Applications submitted to the RRDC.
* Assist with the organization and implementation, training for staff, and participating provider.
* Assist in the investigation of any know incident which endangers the welfare, and safety of a participant of the program.
* Attend (as needed) the NYSDOH State-wide Quarterly Meetings in Albany.
* Attend (as needed) Fair Hearings representing NYSDOH and LI RRDC and be prepared to present documentation and explanation to justify a determination by the LIRRDC.
* Perform and assume other related activities as needed by the Chief Executive Officer.