



# JOB OPENING

## CDS-FMSA Employer Services Manager

**DEPARTMENT:**

Consumer Directed Services (CDS) Financial Management Services

**SUMMARY:**

This position is responsible for providing FMSA client services for clients with Medicaid waivers.

**LOCATION:**

Position will serve clients in the Abilene/North Texas area, Home Office

**REPORTS TO:**

Director of Operations for CDS-Financial Management Services

**STATUS:**

Full-time. Exempt under the Fair Labor Standards Act. Must reside in the Abilene/North Texas area.

**WORKING CONDITIONS:**

May require flexible work hours, including after hours that include weekends. 40 hours per week

These duties are performed under supervision and in accordance with Imagine Enterprises' established policies. This position will work cooperatively with CDS staff, service providers and the community, always ensuring the consumer's rights are respected and observed.

**QUALIFICATIONS:**

- Must have at least two years of experience in the human service field.
- Prefer employment at a LIDDA or Provider Agency, working with HHSC Medicaid waiver programs such as HCS and Texas Home Living.
- Must have experience working with persons with Intellectual and Developmental Disabilities.
- Must have reliable transportation that is current with all state requirements, and liability insurance.
- Must be proficient in computer applications such as Microsoft 365 and HHSC's TMHP. Basic computer knowledge for either Windows-based or Apple-based.
- This is a home office position; the candidate must have worked from their home office, be self-motivated, can multitask and schedule themselves to meet deadlines, and have excellent organizational skills. Must have a dedicated, secure office at their home.
- Must possess a current Texas driver's license and social security card, with the ability to pass HHSC required background checks.
- Must have good interpersonal skills working in-person and virtually, ability to establish a working relationship with clients, mature problem-solving approach to daily work, ability to express oneself clearly and effectively orally and in writing, demonstrated ability to work within a team approach.

**JOB DUTIES:**

Provides in-home or virtual FMSA client services to the Abilene/North Texas area for Imagine Enterprises CDS clients.

- Work 1:1 with clients, their families, and CDS employees.
- For clients in the Abilene/North Texas areas:
  - Facilitate CDS orientation meetings for new clients before the start date of the IPC.
  - Create, edit, follow up, and complete renewal/revised budgets
  - Create, edit, follow up, and complete new hire paperwork for CDS employees and their employers
  - Communication with employers for EVV or other required trainings
  - Create, follow up, and complete entity agreements for vendors
- Attend in-person or virtual meetings held by Imagine Enterprises, HHSC or another entity as requested.
- Provide ongoing technical assistance for CDS employees or employers, either in person or virtually.
- Work 1:1 with clients/their families/employees to train on the use of the EVV equipment and/or smartphone application to record time worked.
- Ensure the confidentiality of files and records of client information in a secure home office.

**DOCUMENTATION:**

- Document all paperwork accurately established by Imagine Enterprises and HHSC.

**PRODUCTIVITY:**

- Maintain open communication with supervisor:
- Inform supervisor immediately of any difficulties which obstruct the completion of duties or changes in normal scheduling.

**TRAINING:**

- Candidate must enroll in and pass the HHSC Support Advisor online training within the first 30 days of hiring as this coursework provide in-depth knowledge of consumer directed services.
- Will participate on all HHSC EVV and CDS webinars and all training provided by Imagine Enterprises.

**BENEFITS:**

- Medical, dental, and vision insurance
- Paid holidays, vacation, and sick days
- Simple IRA
- Life & AD&D insurance
- Mileage reimbursement
- WIFI reimbursement
- Computer, printer/scanner, and cell phone will be provided by Imagine Enterprises

**HOW TO APPLY:**

Submit resume to: [cheryl.harris@imagine-enterprises.org](mailto:cheryl.harris@imagine-enterprises.org)