



Position Title: Diligent Search Specialist

POSITION OBJECTIVE:

Under general supervision, conduct diligent searches and provide diverse administrative support to the Intake Department.

ESSENTIAL FUNCTIONS MAY INCLUDE:

- Conduct diligent search activities for assigned counties in accordance with Florida Statute, Florida Administrative Code, and Big Bend CBC's operating policy.
- Prepare Affidavit of Diligent Search (ADS) for court dates in which Children's Legal Services is filing for Dependency or Termination of Parental Rights.
- Participate in the quality improvement process.
- Set-up and maintain client eligibility files. Keep all eligibility files up to date and accurate, ready for on the spot monitoring.
- Assist the Eligibility Specialist with Title IV-E/Medicaid Applications in FSFN on children who are placed in out of home care by the Department of Children and Families.
- Assist the Eligibility Specialist with required Medicaid changes in regards to Health Plan Choices and Primary Care Physicians.
- Assist the Eligibility Specialist with annual eligibility reviews and other tasks as needed.
- Review a sample of Title IV-E and Medicaid Applications in FSFN as needed.
- Review Title IVE Checklists.
- Run monthly eligibility reports from FSFN and ensure that all errors are corrected in a timely manner.
- Monitor IV-E eligibility files to ensure that they are accurate and ready for on the spot monitoring.
- Ensure that all children that are eligible to receive third party benefits receive benefits in a timely manner.
- Ensure eligibility determination, demographics and placements are accurate in FSFN.
- Coordinate and communicate with Social Security Administration (SSA) and BBCBC Client Trust Specialist to ensure third party benefits are received timely and all necessary paperwork is completed for SSA.
- Monitor and evaluate clients' balance and expenditure plans for third party benefits.
- Notify Social Security Administration when a child in foster care who receives third party benefits changes placement or leaves foster care.
- Prepare eligibility files for clients who receive third party benefits, keeping them up to date and accurate for on the spot monitoring.
- Maintain a good working relationship with Eligibility Specialists, Intake Placement Specialist, Vouchering Specialists, Case Managers, Protective Investigators, Children's Legal Services, Adoption Specialists and Social Security Administration (SSA).
- Exhibit expertise in Revenue Maximization.
- Will provide clerical support, including filing, data entry, purchase orders, and photocopying as needed.
- Receive and sort the mail for the Intake and Placement Units and distribute accordingly.

This list of essential functions is not intended to be exhaustive. BBCBC reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:

REQUIRED:

- High School Diploma or GED equivalent
- One year of clerical office experience
- Training in typing, filing, and office procedures
- Knowledge of word processing and spreadsheets

PREFERRED:

- Prior experience working in Revenue Maximization
- Prior experience working with Medicaid
- Research Background

SKILLS:

- Knowledge of FSFN
- Knowledge of Florida System and FEMMIS
- Basic computer skills
- Good interpersonal skills

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (Print)

Supervisor's Name (Print)

Employee's Signature

Supervisor's Signature

Date

Date