**Position Summary**

Under the general direction of the Program Manager or designee, the Disability Coordinator is responsible for implementing the guidelines, regulations, and policies established by the Management Team, the Department of Health and Human Services, and the Department of Workforce Development. The Coordinator must be able to work effectively in a collaborative environment and contribute to the overall dynamic and positive work climate.

**Required Qualifications**

- Bachelor’s degree in business or related field or equivalent.
- 5 years of experience preferably in a revenue setting.
- Knowledge of HIPAA regulations and a demonstrated ability to work in a confidential environment.
- Experience managing and coordinating multiple projects.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.

**PCL States**

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**Essential Functions**

- Interfaces with Client Enrollment Centers (MassHealth or other) to ensure proper processing of disability supplements.
- Performs data entry for specific client information into State database (MA21 or other) and DES databases.
- Responsible for opening, sorting, receiving, and date stamping all correspondence received at DES. Date stamps all information in multiple DES databases.
- Performs scanning functions on incoming records and correspondence for all DES programs.
- Ensures distribution of the information to the appropriate DES staff.
- Compares the status of all supplements received with external client databases and internal databases; process as needed.
- Participates in the appeals process as it relates to the disability determination and appeals process.
- Provides input and feedback to SPMP.
- Provides technical assistance to DES personnel and external agencies concerning the enrollment/application process.
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