



Asura

Homecare Advisors

Job Description Form

Division: Client Services

Job Title: Consultation Advisor

Reports to (Title): Consultation Supervisor

Exempt Status: Non-Exempt

General Description:

The Consultation Advisor is responsible for developing and managing a service delivery plan with participants based on their county assessment under the CFSS program. The service deliver plan is developed in partnership with the participant and fulfilled by either an Agency or Budget provider. The Advisor will manage the success of the plan through ongoing communication with the participant, service agencies, lead agency providers, and DHS. Serving as a resource for participants in their case load, they are expected to stay abreast of current policies and changes with the State of Minnesota, counties, MCO agencies, and service agencies. Consultation Advisors play an integral role in participants' abilities to receive and maintain goods and services that they require.

Requirements:

- Bachelor's degree in a field related to human services or one year of full-time work experience providing direct services to person(s) with disabilities or person(s) over 65, or experience coordinating own services.
- Demonstrated creativity, critical thinking, and problem-solving skills in varying environments.
- Able to affect change through positive person-centered leadership.
- Demonstrate the ability to understand and manage multiple components of ADLs and IADLs
- Ability to create and manage service budgets and advise on use of budgeted dollars.
- Demonstrate the ability to manage relationships between individuals and organizations.
- Excellent organizational, problem solving, communication, and interpersonal skills.
- Ability to meet deadlines and leverage resources to deliver person-centered services within deadlines.
- Aptitude to be trained on the services needed by people with disabilities and the elderly in Minnesota.
- Must be able to understand and interpret federal and state statutes applicable to services for people with disabilities and the elderly in Minnesota.
- Ability to learn and navigate multiple software applications to successfully manage service deliver plans.
- Excel at working independently while responsible for a designated case load of participants.
- Proficient in all Microsoft suite applications.
- Must pass a background study with the Minnesota Department of Human Services.

Essential Functions:

- Assess needs and identify participants’ goals and objectives for CFSS services.
- Educate and train participants on differences between service delivery models and CFSS program.
- Write or help write Service Delivery Plans (SDP) that address goals and objectives of participants with varying needs and accommodations.
- Be knowledgeable of general medical diagnoses and appropriate care for clients with various diagnoses.
- Communicate with participants, and staff to manage quality assurance of care for participants.
- Provide resources to participants and Participant Representatives to foster greater independence.
- Serve as liaison with lead agencies to ensure SDP are acceptable and in compliance.
- Collaborate with Agency and Budget providers to ensure SDP is being followed.
- Interpret assessments to identify goods, services, and personal care plans that address ADLs, IADLs, and complex health needs of all participants.
- Identify staffing requirements to address needs stated in assessment, including backup staffing plans.
- Understand and communicate the complexities of goods, services, and care plans and how they impact units VS budgets depending on selected service plans.
- Manage case load of participants closely to identify and facilitate any needed changes in their SDP.
- Coach participants on how to hire, train, and manage support staff to meet their needs.
- Create and oversee service budgets that ensure finances cover the duration of the service period and address all goods, services, cares, fees, and taxes that are pertinent to the participant.
- Manage scheduled meetings throughout the service period to deliver uninterrupted support for participants.
- Master various communication methods to ensure assigned participants have a means to be in contact as needed.
- Accurately document all interactions in a clear and concise manner in client management systems.
- Understand HIPPA and ADA regulations and uphold the integrity of Asura privacy and conduct policies.
- Contribute to company’s person-centered mission by being able to work on other duties that may be assigned.

Physical Demands: “See ADA Standards”

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Acknowledgement:

The identified activities and factors are intended to describe the usual requirements for this position. It is not an exhaustive list of the employee’s functions and does not limit the assignment of other duties at the discretion of the supervisor. I have read, understand, and agree to the terms of this job description.

Printed Name: _____

Employee Signature: _____ **Date:** _____