

## Job description – Client Screening Specialist

It's about PRIDE- in being a part of something meaningful and significant. If you can answer yes to the following, you need to apply at Marion Senior Services:

- I am honest and can always be trusted
- I am hardworking and reliable
- I have a positive attitude and try to make a difference in the lives of others
- I am friendly and love to smile
- I am caring and kind
- I am a true team player and respect my teammates
- I love helping others

**The Screening & Assessment Specialist** is responsible for conducting assessments and document client's needs, develop Assessment Forms, secure needed services, maintain case record and provide ongoing assessment of changing needs and adequacy of services in compliance with program regulations. ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned.

- Assist with initial in-home assessment and required yearly reassessment for the purpose of gathering information about the client's needs for services and continuing eligibility for in-home services.
- Coordinate necessary documentation for initiation or continuation of needed services.
- Maintain schedules of home delivered meals client reassessments as well as schedule for new assessments and coordinate home visits.
- Maintain adequate and accurate records that must record and evaluate service provision and data to be entered in CIRTS and other internal data management systems.
- Distribute client contribution envelopes to subcontractors and clients as required.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

- High school diploma or equivalent and one year of experience in Social Services or related experience.
- Must be proficient with Microsoft Office programs and the Internet.
- Must have reliable transportation.
- Competent in computer usage including Excel, Word, and Outlook programs
- Must satisfactorily complete 701b training and certification (on site) within 6 weeks of hire

#### CERTIFICATES, LICENSES, REGISTRATIONS

Completion of DOEA Assessment and Care Plan Certification required.(in-house)  
Valid Florida Class E Driver's License and Driving Record that meets company's insurance standards is required

#### LANGUAGE SKILLS

- Ability to communicate effectively through written or oral methods such as writing correspondence and detailed case narratives.
- Bi-lingual English/Spanish a plus

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Variety of walking, standing, sitting, stooping.
- Requires normal range of hearing, vision and manual dexterity to operate keyboard, telephone, photocopier, calculator and other office equipment as needed.
- Occasional stress from dealing with multiple demands.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Office setting and client home setting**
- Travel to designated locations as needed, must have reliable transportation.
- Frequent contact with staff, clients and public.

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opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at MSS are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the location where we operate. MSS will not tolerate discrimination or harassment based on any of these characteristics. MSS encourages applicants of all ages." All applicants are subject to Background screening and Drug Screening.

Job Type: Full-time

Salary: \$15.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Application Question(s):

- Can you successfully pass a Level 2 Background Check and drug screen in accordance with DEOA guidelines?

License/Certification:

- Florida Drivers License (Required)

Work Location: In person

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