



JOB TITLE: Contract Assessor (Home & Community Based Services Specialist)

REPORTS TO: Community Options & Services Manager

SUPERVISES: None

STARTING SALARY RANGE: \$100/Completed Assessment

JOB SUMMARY: The Home & Community Based Services Contract Assessor completes in-home reassessments for adults who have Medicaid and are receiving in-home services. The Contract Assessor completes reassessments and the required documentation. Contract Assessor is required to complete training to be a certified assessor.

ESSENTIAL JOB FUNCTIONS:

- Complete in-home reassessments and documentation by required deadlines.
- Input and manage data in electronic health record.

PRE-REQUISITES:

Education/Experience: A bachelor's degree, or a Registered Nurse (RN) licensed in the state of Missouri, or a Licensed Practical Nurse (LPN) licensed in the state of Missouri with one or more years of experience working as an LPN, or one or more years of experience as a Social Services Specialist, or four or more years of experience with the Division of Senior and Disability Services (DSDS) or an Area Agency on Aging, or multilingual and approved through DSDS.

Physical: Reliable and predictable attendance is expected and needed for this job. Moderate physical activity is required. Requires ability to be mobile and operate a motor vehicle. Subject to repetitive motions such as typing. Requires extensive communication skills and the ability to be understood by others.

Travel: Requires regular travel within the designated region and occasional travel outside the region. Must have current motor vehicle operator's license, proof of automobile insurance and reliable transportation.

Legal: Aging Best conducts criminal background records check, a motor vehicle driving record check, sexual predator's list check, and Missouri Employee Disqualification List check as a condition of employment.