

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Medicaid Program Facilitator

QUALIFICATIONS:

1. Nurse employed by the district

REPORTS TO: Director of Business Affairs

JOB GOAL: To facilitate proper filing of paperwork to ensure medicaid reimbursement for district services. To direct the enhancement of service delivery.

PERFORMANCE RESPONSIBILITIES:

1. 2-3 weeks in the summer of 2003 to initially organized the program.
2. Provide in-service training to appropriate staff including but not limited to district nurses, aids, teachers and others.
3. Facilitate the collection and filing of required information.
4. Develop and implement procedures necessary for appropriate reporting.
5. Verify and certify the accuracy of all reports.
6. Serve as district liaison with Leader Services.
7. Other duties as assigned.

TERMS OF EMPLOYMENT: This assignment will require time in addition to existing Employment level throughout the 2003-04 school year.

EVALUATION: This position will be evaluated using a district-approved evaluation procedure, i.e. teacher, classified, etc.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities).

5/12/03