



Financial Specialist, Mental Health Program (Suffolk County, NY)

The Financial Specialist provides assistance to the Financial Coordinator with the oversight of the Mental Health Licensed Community Residence Program regarding initial and ongoing financial matters. The Financial Specialist acts as a liaison between the Intake Department, program staff and financial department to ensure accurate documentation and timely submission of all financial documents and ensures that program fees and fees for services are paid.

Responsibilities

- Accompany staff and residents to entitlement agencies (DSS/SSA) to apply/recertify for benefits as well as any emergency assistance applications with clients and report back to Financial Coordinator.
- Assist the Financial Coordinator with monitoring the monthly rents and reoccurring arrears.
- Assist with maintaining benefits by helping residents to complete necessary applications, recertifications and the submission of all required documentation.
- Provide support to the Intake Department with the verification of entitlements, completion of necessary documentation, assisting with initial appointments and ensuring necessary follow up with supervisors and residential staff.
- Maintain and update the weekly rent grid for the Community Residence program.
- Assist with monitoring and resolving all delinquent accounts which include current month's rent and past due rental arrears.
- Assist with all Medicaid eligibility issues.
- Attend all monthly financial meetings for the community residence program.
- Assist with completing the end of the month reports, rent logs and resident account tables.
- Serve as a support for supervisors and is available to answer questions regarding benefit and entitlement concerns under guidance of the Financial Coordinator.
- Conduct monthly visits for each team to assist with benefit issues and review binders.
- Other relevant tasks as assigned by management.

Qualifications and Requirements

- Must meet standards for designation as Qualified Mental Health Staff (QMHS).
- A Bachelor's degree* in a human service-related discipline, or in a mental health discipline, or certified or licensed as a Social Worker.
- Minimum one year of experience working with persons with psychiatric disabilities, homelessness, HIV/AIDS, chemical dependency, or other chronic conditions.
- Excellent writing skills and assessment abilities.
- A valid driver's license, access to a car, and safe driving record are required.
- Must maintain valid First Aid/CPR and Narcan certification.

*An alternative combination of experience, education and credentials may be substituted for educational requirements.

Work Schedule

Monday – Friday: 8AM – 4PM

Benefits

Full-time employees are eligible for:

- Medical, Dental, and Vision Insurance
- Tuition Assistance
- Flexible Spending Account
- Long-term and Short-term Disability
- Supplemental Specified Illness Coverage
- Supplemental Hospitalization Coverage
- Life Insurance
- 4 Personal Days, 10-22 Vacation Days, 8 Sick Days, 10 Paid Holidays-yearly
- 403(b) retirement plan with employer match

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