

# Off-Campus Employment

*Job posted on 2014-03-05 by 00026579; posting expires on 2014-05-30*

**Employer:** Public Consulting Group, Inc.

**Position:** Resource Consultant

**Job Description:** Full Time, Permanent,

This position provides assistance to participants with the responsibilities of self-direction in the Medicaid Home and Community Based Waiver Programs - Aged & Disabled, Intellectual/Developmental Disability and Traumatic Brain Injury. Personal Options, the self-directed option in the Waiver programs, allows participants to select, hire, and manage their own workers (personal assistants) to assist them with activities of daily living. Participants may also purchase goods and services, such as assistive technology and home modifications to help them in their homes or community.

The Resource Consultant assists participants with enrollment in the program and development of a service and/or spending plan. Additional supports are provided for employee recruitment, training and supervision, monitoring of health and safety and selection and purchase of approved goods and services.

This is a full-time position with competitive salary and excellent benefits. The Resource Consultant will work in a home office in the northern panhandle or at the Morgantown office. Position requires frequent in-state travel and flexible schedule.

**Qualifications:** This position requires knowledge of community resources, person-centered philosophy, excellent communication and office technology skills, teamwork, and strong work ethic. Minimum Qualifications: Bachelor's degree in human services or related field and one year experience serving persons with disabilities or the elderly.

**Preferred Major(s):** Undecided or None;

**Application Instructions:** Please submit cover letter, resume, references, salary history, and salary requirements on or before March 21, 2014 to:

Public Partnerships, LLC

601-3 East Brockway Ave., Suite E

Morgantown, WV 26501

Phone: (304) 381-3107 Fax: (304) 296-1932

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And to online submission at :

Public Consulting Group, Inc. HR Career website

<http://www.publicconsultinggroup.com/careers/index.html>

Community Case Manager Position