

Full Time Day Habilitation Clinical Data Coordinator

April 2023

JRI/ Berkshire Meadows is currently looking for a Day Habilitation Clinical Data Coordinator to provide supervision and oversight to the Day Habilitation Program. The Clinical Data Coordinator works with the Day Hab Director to ensure the program meets requirements of MassHealth regulations, including the timely completion of Day Hab Service Plans (DHSP) related paperwork, maintaining all client records are up to MassHealth standards, ensuring the collection of accurate data by program staff, attending monthly Mass Day Hab Coalition meetings, works in conjunction with the Interdisciplinary Team (IDT), and maintain open communications with primary contacts as MassHealth. Maintains accurate and current records and systems as required by licensing boards and internal agency policies. Monitors compliance with all applicable laws and regulations governing the program; implements the program's policies and procedures; allocates resources and program planning.

SHIFT: Full time position; hours are 8am-4pm, Monday-Friday with some flexibility.

REQUIREMENTS:

Education:

- Licensed Practical Nurse or Registered Nurse in the Commonwealth of Massachusetts
- CPR certification required
- Must be able to pass background and driving record screenings
- Must be fully vaccinated against Covid-19; including booster

Knowledge:

- Experience with current MassHealth, CARF and DDS regulations required.
- Demonstrated ability to work with individuals and their families, guardians, service providers and other stakeholders in a respectful and supportive manner.

Sign-on Bonus: \$2,000 (\$1000 will be paid after 4 weeks of employment and another \$1000 will be paid after 6 months.)

JRI offers a benefit package that is unmatched by other human service providers in New England. The Boston Globe recognizes JRI as one of the Top 100 Places to Work for the last 7 years. Our benefit package which includes medical, dental, pension and tuition benefits is one of the things that sets us apart.

JRI is strongly committed to providing an inclusive, diverse and welcoming environment for our employees and the people we serve. Persons from diverse backgrounds including women, communities of color, the LGBTQ community and people with disabilities are encouraged to apply. JRI is an equal opportunity employer.

Apply online at: <https://berkshiremeadows-jri.com>

E-mail your resume to: bmwjobs@jri.org

Stop by to fill out an application:

249 North Plain Road (Route 41)
Housatonic, MA 01236

Call: Kara Smith at: (413) 528-2523

Join our team and work for one of the Best Employers in the Berkshires.

We look forward to meeting you!

AA/EOE