

## NOTICE OF AVAILABLE POSITION

**POSITION TITLE:** Waiver Administration Specialist

**BEGINNING  
SALARY RANGE:** \$26.26 - \$40.53

**POSITION  
DESCRIPTION:** Responsible for administration, authorization, fiscal oversight and ongoing monitoring of cost projections of Home and Community Based Services (HCBS) Waivers. Completes review of Targeted Case Management (TCM) activity to ensure compliance. Responsible for ensuring consistency in the administration of HCBS waivers for individuals in Allen County and for TCM activity. Ensures compliance with federal and state Medicaid regulations, Ohio Department of Developmental Disabilities (DODD) requirements, and agency policies related to waiver administration and TCM activity. Collaborates with Service and Support Associates (SSAs), providers, and agency leadership to ensure services are accurately authorized, fiscally responsible, person-centered, and reflective of assessed needs. Responsible for review and schedule of Level of Care assessments.

**DUTIES:**

1. Extensive Cost Projection Tool (CPT) work to include development of sites. Enter, review, modify, and authorize waiver services within the Medicaid Services System (MSS), ensuring timely and accurate service authorizations. Use authorization data to prepare annual cost statement reports. Complete, review, and maintain Prior Authorization Waiver System (PAWS) submissions, including prior authorizations, budget override requests and resolve provider billing issues.

2. Collaborates with Service and Support Associates (SSAs) to assess individuals' need for waiver service authorizations. Develops staffing patterns and service budgets. Works to maximize services while maintaining costs. Maintains proficient knowledge of assessment tools and software programs for adequate waiver service planning and budgeting. Prepares appeal summaries. Represents the Board in State hearings.
3. Works collaboratively with Medicaid Quality Support Specialist (MQSS) to ensure Individual Service Plans (ISPs) accurately reflect waiver authorizations. Provides technical assistance to SSAs, supervisors, providers, and agency leadership regarding waiver regulations, service authorization requirements, Medicaid policy, and funding guidelines.
4. Monitors utilization of authorized services, individual waiver budgets. Analyzes utilization reports to prevent over- or under-utilization and ensure fiscal accountability.
5. Monitor Targeted Case Management (TCM) activities and documentation to support Medicaid reimbursement, identify billing opportunities, and ensure compliance with state and federal requirements. Review Change of Service documentation to evaluate changes and update internal systems accordingly in order to ensure accuracy in Medicaid/TCM reimbursement eligibility.
6. Completes all necessary paperwork in an accurate and timely manner, including required elements for waiver administration. Ensure Level of Care (LOC) assessments and redeterminations are completed accurately and within required timelines to maintain waiver eligibility.
7. Participate as an active member of the Resource Allocation Committee (RAC) by providing utilization data, fiscal analysis, recommendations, and technical expertise related to waiver funding decisions in order to assist with agency budgeting and strategic planning.
8. Assist with internal audits and quality assurance activities by maintaining accurate documentation and implementing corrective actions as needed. Recommend process improvements that increase operational efficiency, strengthen regulatory compliance, and support quality service delivery.
9. Participates in training and educational opportunities both at the agency and through other sources, including all statewide opportunities.

**RESPONSIBLE TO:** Medicaid Services Manager

**HOURS:** Typically, 8 hours daily, Monday through Friday  
This position is not eligible for telework.

**QUALIFICATIONS:**

1. Bachelor's Degree.
2. Three to five years of related experience.
3. Work experience in Service and Support Administration and knowledge of Medicaid waiver programs strongly preferred.
4. Experience with standard office equipment including computers with Microsoft Office and similar software for advanced computer use.
5. Thorough knowledge of HCBS waiver regulations, Medicaid requirements, DODD administrative rules, and person-centered planning principles.
6. Knowledge of MSS, PAWS, LOC requirements, ISP development, Targeted Case Management, and waiver reimbursement methodologies.
7. Strong organizational skills with exceptional attention to detail and accuracy.

8. Ability to write articulate correspondence and communicate clearly both orally and in writing.
9. Ability to interpret regulations and apply them consistently in operational decision-making.
10. Strong understanding of Medicaid funding, waiver budgets, resource allocation, and fiscal management.
11. Ability to analyze complex financial, utilization, and service data to support decision-making.
12. Must have academic skills necessary to achieve acceptable scores on the Skills Ability Tests.
13. Have or be capable of obtaining Service and Support Administration Certification.
14. Must have a valid driver's license with a record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.
15. Must provide proof of liability insurance on personal vehicles.
16. Current First Aid/CPR.

**CONTACT:** Jana McVetta, Director of Human Resources and Community Engagement  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801  
(419) 221-1385

**DATE POSTED:** August 26, 2026

**FINAL DATE FOR  
ACCEPTING APPLICATIONS:** September 1, 2026

**\*\*APPLICATION / TRANSFER PROCEDURE**

Persons presently employed by this agency must submit an *Application for Internal Job Posting*.

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or [hr@acbddd.org](mailto:hr@acbddd.org).

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