

Job Title: MATP
Supervisor: LIFT Director
\$40k - \$42K

ESSENTIAL DUTIES:

1. Maintains understanding of and complies with Medical Assistance Transportation Program (MATP) policies, standards, rules, regulations, priorities, procedures, and allowable costs.
2. Implements and maintains MATP operational procedures.
3. Reviews and validates MATP data, documents, and expenditures.
4. Completes and/or assists with the preparation of MATP reports, proposals, agreements, contracts, and budgets.
5. Provides MATP consumer services.
6. Identifies MATP requirements and maintains Requirements Log.
7. Ensures the MATP consumer survey is conducted; summarizes survey results.
8. Investigates and responds to MATP consumer complaints, appeals, fraud investigations and documents corrective actions.
9. Ensures and documents vendor contract compliance.
10. Ensures tracking systems meet MATP needs.
11. Identifies and reports risks to supervisor; recommends solutions.
12. Supervises staff; completes and documents personnel actions.
13. Attends trainings and meetings as directed; travel may be required.
14. Conducts monthly billing procedures to provide the LIFT administrator billing data
15. Attends and publicly speaks to MATP groups to highlight the available benefits of transit services.

QUALIFICATIONS:

Special Licenses, Traits, Skills and/or Certifications:

Enthusiastic, self-starter, quick learner; problem solver; resourceful and innovative; detail oriented; organized; capable of independent work; must demonstrate common sense; and excellent listening, communication, and interpersonal skills.

Education and/or Experience:

Associate degree and a minimum of one-year related experience; or equivalent combination of education and experience.

Computer Skills: Computer Literate, including the Windows Operating System and Microsoft Word, Excel, Outlook, Internet Explorer; and database data entry.

PHYSICAL DEMANDS:

The physical demands described are required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk, and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 25 lbs. and occasionally lift and/or move up to 45 lbs.

Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK CONDITIONS:

The work conditions for this job are:

Access to reliable transportation and travel are required to perform essential duties. Obtains and maintains the required motor vehicle liability insurance requirements and an acceptable motor vehicle record.

Maintains an acceptable child abuse history clearance, acceptable criminal record report, any other acceptable clearance required, and negative drug and alcohol screenings.

EMTA maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of EMTA

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION; IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND COMMUNITY ACTION, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER COMMUNITY ACTION, INC., OR ME AS AN EMPLOYEE.

Signature of Employee

Date

