CDPCS Program Associate  
Access Alaska, Inc.

We strongly encourage persons who experience a disability to apply!

We are looking to fill a **Full-Time Program Associate** position. An ideal candidate will be professional, experienced in the Health and Human Service fields, and great communication skills. This position will be responsible for assisting in operation of the Consumer Directed Personal Care Service (CDPCS) program by providing day-to-day support to Consumers and their Direct Service Providers.

**Essential Functions:** Establish and maintain positive professional relationships with coworkers, consumers and community agencies and programs; works cooperatively with other program staff, outside agencies, and care providers regarding consumer needs; processes new consumer intakes; assist consumers with all Access Alaska and state required paperwork; provides orientations to Direct Service Providers (DSP); assist in reviewing DSP timesheets and other program documentation for accuracy; tracks compliance requirements; attend intakes and assessments to provide support for consumer; maintain all databases with accurate consumer and track due dates for required paperwork.

**Position Requirements:** BA/BS or equivalent. At least two years of experience working in health/human service and non-profit field. Must be a self-starter and able to work independently but also collaboratively as a member of a team. Must have the ability to organize, prioritize and meet deadlines, while effectively managing multiple projects simultaneously. Must comply with multiple policies and procedure related to personnel, privacy, and confidential data, information, and issues. Must be able to handle diverse and confidential information with discretion and good judgment. Required to be highly proficient in MS Office and database management.

**Pay Rate:** $17.24 to $21.21 DOE

**Benefits** Paid Time Off, 10 paid holidays, 3 days paid Bereavement, ICHRA Medical Plan, Vision, Dental, Life and AD&D insurance, 403-b with OneAmerica, Supplemental insurances available with Colonial.

**To Apply:** Please submit a resume, and cover letter to HR@accessalaska.org

**Position is open until filled**

Access Alaska, Inc. is an equal opportunity employer. Access Alaska, Inc. makes every effort to ensure that in every phase of its recruitment and selection processes equal employment opportunity is provided to all individuals regardless of race, color, genetics, sex, gender identity or expression, sexual orientation, age, religion, marital status, change in marital status, pregnancy, parenthood, disability, national origin or citizenship, or veteran's status. Access Alaska, Inc. is an at-will employer.
| Classification: | Administrative | FLSA None Exempt  
| Job Title: | CDPCS Program Associate | OT Eligible  
| Supervisor: | CDPCS Program Manager | Range: C1-C2  
| Dept./Office: | Consumer Directed  
| Personal Care Services | Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  
| Assist in the operation of the Consumer Direct Personal Care Services (CDPCS) Program.  
| Supporting CDPCS Consumers and CDPCS Direct Service Providers (DSP) to maintain  
| Consumer Directed Services which is the Mission of Access Alaska Inc.'s Work  
| Cooperatively with other programs and departments within AAAI in addition to outside  
| regarding consumer needs. | Essential Functions | - Work the Independent Living Program receiving or submitting referrals between  
| Programs. Directing Consumers to other agencies and community resources as  
| appropriate.  
| - Attends intakes, assessments, and reassessments to provide support and advocacy to  
| consumers when requested.  
| - Informs all consumers of program regulations and their responsibilities while  
| participating in the CDPCS Program. Completes consumer orientation paperwork.  
| - Assists consumers with Senior and Disability Services (SDS) required paperwork if  
| appropriate.  
| - Responsible for all Private Pay referrals and intakes and oversight of services;  
| forwarding information that is needed to the Billing Department each month.  
| - Establishes and maintains positive professional relationships with coworkers,  
| consumers and their relatives, guardians, representatives, care Coordinators and  
| community agencies and programs.  
| - Ensures that any information necessitating a report to Adult Protective Services or a  
| Critical Incident Report to SDS is done so within the required timeframe.  
| - Completes UT reports to Billing and/or Quality Assurance in a timely manner.  
| - Inputs and Maintains all required databases with accurate consumer information.  
| Updates consumer lists regularly  
| - Manages the Administrative tasks related to initial hire and orientations for Direct  
| Serves Providers (DSP's) as needed, completing fingerprint cards for the State of Alaska  
| Background Check Unit and forwarding them to Human Resource for Submission in  
| Anchorage.  
| - Completes review of biweekly timesheets to make sure that the SLA is followed  
| appropriately, including that the DSP has not worked overtime or unauthorized hours.  
| - Conduct follow up calls to DSPs with incomplete or problematic timesheets when  
| needed.  
| - Attend and participate in CDPCS staff Consumer and all staff agency meetings as  
| scheduled, and monthly all staff meetings, and scheduled meetings with consumers | Position Type: Full Time  
| Required Education: BA/BS or equivalent  
| Preferred Education: Associates Degree  
| Required: |  
| - Must be 18 years of age or older.  
| - Driver's License, Proof of current and valid vehicle insurance, and reliable  
| transportation.  
| - Highly proficient with Microsoft Office Suite, Microsoft Teams and Zoom.  
| - Be a self-starter and able to work independently but also collaboratively as a  
| member of a team. Must have ability to organize, prioritize and meet deadlines,  
| - Must comply with all Policies and procedures related HIPAA and  
| Confidentiality.  
| Experience: | 2 year's administrative work experience,  
| 2 years' experience working with persons who experience disabilities or Senior  
<p>| Alaskans |</p>
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<thead>
<tr>
<th>Required Skills:</th>
<th>Excellent Communication both Verbal and in Written From, Collaboration, Dependability, Adaptability, Conflict Resolution, Flexibility, Problem-solving, Work ethic, Organization,</th>
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</thead>
<tbody>
<tr>
<td>Expectations:</td>
<td>Maintain Confidentiality - Integrity - Professionalism - Excellent Work Ethic - Support of AAI’s Mission Vision and Values</td>
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<td>Supervisory Responsibilities:</td>
<td>Non-Supervisory</td>
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<td>Physical Demands:</td>
<td>NOTE: Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.</td>
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<td>Equipment Used:</td>
<td>Standard Office Equipment, Computers, Phones, Printer/Fax/Scanner, filing cabinets</td>
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<td>Position Type</td>
<td>Fulltime Exempt</td>
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<td>Work Hours</td>
<td>This is a full-time position. Days and hours of work are Monday through Friday, 8 hours per day.</td>
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<td>Travel</td>
<td>This position rarely travels.</td>
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<td>Working Authorization</td>
<td>All positions at Access Alaska Inc. require a State of Alaska fingerprint background check prior to starting work; that results in receiving first a Provisional approval and finally a Five (5) yr. Approval.</td>
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<tr>
<td>Other Duties</td>
<td>Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job duties, responsibilities and activities may change at any time with or without notice.</td>
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Manager ___________________________ Date ________________

Employee ___________________________ Date ________________

Revised 1-24-2021 HR: __________________________

The above specifications are the minimum functions, duties, responsibilities, and qualifications required of an individual filling this position. All employment is "at will" as detailed in Access Alaska’s Personnel Policy Manual.

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