**MAJOR RESPONSIBILITIES**

The Financial Intermediary Coordinator will assist individuals with intellectual disabilities and their families, utilize self-direct services. The Financial Intermediary is responsible for implementation of services as listed in the approved budget, and assist in payment of approved goods and services.  This position requires a high degree of customer service and ensures best practices are carried out to achieve service effectiveness and efficiency.

**DETAILED RESPONSIBILITES**

* Work with individuals and brokers to initiate and complete the self-direction process.
* Read and respond to emails within 24 hours
* Return all voice mails within 24 hours
* Serve as liaison between Individual, broker and OPWDD
* Monitor individuals budget utilization
* Provide staff recruitment and payroll assistance to self-hired staff.
* Schedule launch and team meetings as required.
* Completes all assignments in a timely manner.
* Preparation of statistical data.
* Attend Life Plan meetings and update DDP2 as required
* Review Habilitation Plan and Safeguards at least every 6 months and/or as necessary
* Review and correlate the Self direct staff attendance, time-sheet and service documentations.
* Ensures that services are related to listed outcomes
* Monitor quality of services delivered to individuals i.e. completion of self-monitoring tool, satisfaction questionnaire.
* Keeps abreast of changes in field.
* Performs other related duties as requested.

**QUALIFICATIONS:**

* Ability to follow instructions and respond to managements' directions accurately and efficiently.
* Demonstrates accuracy and thoroughness. Monitors own work to ensure quality is met.
* Must demonstrate exceptional communication skills.
* Must be able to work independently with minimal supervision, prioritize work activities and use time efficiently.
* Must be able to maintain confidentiality.
* Must be able to demonstrate and promote a positive team-oriented environment.
* Must be able to stay focused and concentrate under normal or heavy distractions.
* Must maintain a professional and clean appearance at all times consistent with company standards.
* Assume other duties as assigned by the Program Supervisor or Director to complete tasks for the program.

## ****Practice social distancing (6FT) as required by CDC and State Guidelines****

## ****(Hand sanitizer, masks, proper hand washing) and wear PPE when unable to properly social distance.****

* **REQUIRED Must possess a Valid NY State Driver’s License and Insured Vehicle.**

**EDUCATION/TRAINING/EXPERIENCE**

* **BA and experience working in the OPWDD field.**
* **Bi-lingual (Spanish) Preferred.**

**CATEGORY:**

* **NON-EXEMPT**