

### **Community Supports Specialist:**

The Community Supports Department at Catholic Charities Disabilities Services is seeking a dedicated professional to join its leadership team. The ideal candidate is a positive, detail oriented, team player with strong communication skills.

The Community Supports Specialist is responsible for directing the day to day operational requirements associated with providing direct care to individuals with developmental disabilities living in the community.

Other job responsibilities include:

- Collection, review and submission of Medicaid billing documentation
- Ensuring all Medicaid and OPWDD regulatory requirements are met
- Maintain regular contact with individuals/families being served by this agency

A Bachelor's degree in Human Services or a related field is required. Applicants must have at least one year of experience working with individuals with developmental disabilities. A valid NYS driver's license in good standing and personal transportation are required. This position requires regular travel within the Capital District.

Interested candidates should send a letter of interest and current resume to Olivia Fagan in Human Resources; 1 Park Place, Suite 200, Albany NY 12205 or email [oliviasf@ccdservices.org](mailto:oliviasf@ccdservices.org)

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