

Community Partnerships has an opportunity for a skilled professional to join our agency. The Provider Network Support Specialist is responsible for maintaining the status of, and assisting with, credentialing of providers for both the Children Come First (CCF) and Comprehensive Community Services (CCS) programs.

Job Title: Provider Network Support Specialist (Part-Time)

- Qualifications:**
- Minimum of a high school diploma
 - Ability to effectively communicate with multiple agencies/providers
 - Demonstrated written and verbal communication skills
 - Strong attention to detail and excellent organizational skills
 - Strong time-management skills and ability to work independently
 - Experience working with others from diverse cultural backgrounds and commitment to cultural competency
 - Demonstrated computer proficiency, especially in the area of Microsoft Office
 - Commitment to excellent customer service

- Preferences:**
- Bachelor's Degree in human services, psychology, or closely related field
 - At least 2 years relevant experience working with human services delivery systems, data collection and reporting
 - Knowledge of children and adult mental health systems
 - Demonstrated flexibility, initiative, and creativity
 - Experience with medical billing and authorization process
 - Understanding of Medical Assistance and insurance systems
 - Experience with analyzing data to inform decisions
 - Knowledge of mental health services, levels of care, and licensure requirements

- Job Duties:**
- Maintain paper and electronic provider files
 - Track required credentialing information to ensure providers remain active in the network
 - Maintain an internal database of providers for staff to access
 - Assist Provider Network Coordinator with maintaining an online directory of providers for both CCF and CCS
 - Enter and maintain provider information in the HS Web Application
 - Assist with provider orientation (as determined by the Provider Network Coordinator)
 - Assist staff in accessing services within the provider network (as determined by Provider Network Coordinator)
 - Coordinate mailings and delivery of provider materials to providers, enrollees, and families as applicable

Work Hours: 10 hours per week with the potential to increase by up to 10 hours per week depending on applicant skill set and program funding

Application Instructions: Send completed **Application Form, cover letter and resume to:**

Attn: Human Resources
Community Partnerships, Inc.
1334 Dewey Court
Madison, WI 53703

Alternatively, fax to (608) 250-6637 or e-mail to hr@commpart.org

- **Application Form available at www.community-partnerships.org.** Application packet **must be complete** to be considered.
- Position will remain open until filled.
- Criminal background check is required for employment.
- Valid Wisconsin Driver's License, access to reliable transportation, and automobile insurance are required.

Community Partnerships is an Affirmative Action/Equal Opportunity employer.