MERCED COUNTY COMMUNITY ACTION AGENCY
1235 W. Main St., Merced, CA • (209) 723-4565 • FAX (209) 723-1543
MAILING ADDRESS:P. O. Box 2085, Merced, CA 95344-0085

Carole Roberds
Board Chairperson

Brenda Callahan-Johnson
Executive Director

JOB DESCRIPTION

Recuperative Care Program Data Specialist

HOUSING & SHELTER SERVICES

OVERVIEW: Under the supervision of the Housing Program Manager, this position is responsible for managing the day-to-day data operations and documentation workflows for clients placed in recuperative care beds. This role ensures accurate tracking, timely renewals of authorizations, and coordination with healthcare and community partners to support client recovery and billing compliance. Representing the Agency as a community partner is very important. This is a non-exempt position.

ESSENTIAL FUNCTIONS:

- Monitor authorization timelines, proactively initiate renewal processes before expiration
- Maintain daily client log sheets with prognosis and care status for reporting and compliance;
- Accurately input data in Clarity HMIS system to support billing, reporting, and service tracking;
- Coordinate with hospitals, behavioral health providers, and community-based organizations to obtain necessary documentation supporting the need for recuperative care;
- Upload all required documentation into the Central California Alliance for Health portal in a timely and organized manner to demonstrate eligibility for a recuperative care bed;
- Ensure data integrity and confidentiality in accordance with HIPAA and agency standards;
- Support internal reporting and audits by maintaining organized digital records and logs;
- Assist with client services when necessary.

EXPERIENCE AND KNOWLEDGE:

- 2 years of experience in data entry, care coordination, or health services administration.
- Strong attention to detail and organizational skills.
- Ability to work independently and manage multiple deadlines.
- Excellent communication skills for interagency coordination.
- Familiarity with billing processes, especially Medi-Cal billing.

EDUCATION/CERTIFICATIONS:

Minimum of High School Diploma or GED.

LICENSES AND OTHER REQUIREMENTS:

1. Valid California Driver's License. Must have own reliable transportation with proof of vehicle insurance.

PHYSICAL REQUIREMENTS:

1. Ability to walk, stoop and squat as needed; ability to lift and carry 10- 25 pounds on a regular basis and to sit as much as 75% of scheduled time.

IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN THE REQUIRED KNOWLEDGE AND ABILITY FOR THE POSITION

SALARY RANGE:

	Step 1	Step 2	Step 3	Step 4	Step 5
70.0	$24.91	$26.16	$27.48	$28.86	$30.31

BENEFITS: Medical (Employer Contribution), Dental & Vision (Paid by employer 100% if Medical is waived), Life Insurance (100% paid by employer), 403B Plan (Employer match up to 7%), and Step Increases of up to 5% after 1 year of employment.

JOB SITE: MERCED

HOURS: 40 hours per week

APPLY AT: www.mercedcaa.org (APPLICATION IS A MUST)

DEADLINE: Open until filled

THIS IS NOT A COUNTY POSITION