

Rosemount-Apple Valley-Eagan School District 196  
Job Description

**Title: TOSA – LCTS & Third-Party Reimbursement**

**Department: Special Education**

**Reports to: Student Support Coordinator and Health Services Coordinator**

**Classification: Teacher**

**Exempt Status: Non-Exempt**

**Duties and Responsibilities**

- Acts as the spokesperson for the Dakota County Collaborative organization
- Executes Dakota County Collaborative board-approved policies
- Directs and oversees short- and long-term strategic plans of the Dakota County Collaborative
- Manages and attends all Dakota County Collaborative board and committee meetings
- Provides leadership to the Dakota County Collaborative
- Actively engages Collaborative board members, committees, partner organizations
- Develops, maintains, and supports a strong governing board; seeks and builds board involvement
- Builds and maintains relationships to garner new opportunities
- Responsible for administrative tasks related to Collaborative Board and committee management and all reporting requirements on behalf of the Collaborative Board to the Department of Health Services.
- Work closely with the fiscal and administrative operations staff on behalf of the Collaborative Board to support the Local Collaborative Time Study (LCTS), including revenue generation, budget development, audits and time study participant training.
- Ensures all reporting requirements are submitted to the county on a timely basis
- Implement the annual work plans of the Dakota County Collaborative and the Dakota County Interagency Early Intervention Committee
- Work closely with stakeholders on behalf of the Collaborative Board on all Collaborative procurement and contracts, including contract development, implementation and ongoing outcome oversight.
- Facilitate data collection, analysis, grants, board and fiscal management for the Collaborative.
- Work across county, school district and community provider systems to identify options for improving service delivery and system functioning.
- Coordinate and organize systems for third party billing to ensure compliance with the Minnesota Department of Human Services (MDHS) requirements.
- Develop and implement strategies to increase third-party revenues, including mental health billing
- Maintain databases and supporting documentation according to MDHS requirements.
- Compile and report information from databases to meet MDHS reporting requirements.
- Monitor updates and changes in Third-Party Billing from MDHS and Minnesota Department of Education.
- Provide training, information, resources, and support to district personnel related to Third-Party Billing.
- Perform other duties of a comparable level or type, as required

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**Education and/or Experience**

- Ability to obtain a licensure from Minnesota Board of Social Work and eligible for licensure through Professional Education Licensing and Standards Board (PELSB).
- Licensed Independent Clinical Social Worker (LICSW) by the Minnesota Board of Social Work
- Licensed or eligible for license by the Minnesota Department of Education as a PreK-12 School Social Worker
- Endorsed or willing to pursue endorsement as a licensing supervisor by the Minnesota Board of Social Work
- Preference for three years' experience working in social service/human service/public health or school district student support services

**Knowledge, Skills & Abilities**

- Proficient working with a culturally, ethnically, racially and socioeconomically diverse school community
- Ability to communicate effectively with diverse populations
- Ability to follow written and verbal instructions
- Ability to relate with others and present a positive interaction in a professional manner with public, peers, and administration in all communication
- Ability to exercise confidentiality in handling School District information
- Ability to work collaboratively with office and district staff
- Excellent oral and written communication skills
- Excellent computer skills
- Strong attention to detail, analytical skills, and organizational abilities
- Knowledge of State agencies, statutes, rules and regulations regarding Minnesota Children's Mental Health and Family Service Collaborative and the Local Collaborative Time study.
- Knowledge of Minnesota health care provider billing/payment services and special education procedures

**Physical Demands:**

- Position involves listening, speaking clearly and visual acuity
- Position involves extended periods of sitting while working with computers
- Position involves frequent fingering keys repetitive motions operation computers or other technology equipment
- Position involves occasional lifting up to 10 pounds of office supplies or mail

**Work Environment**

- Normal office conditions
- Position may travel between buildings as needed