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| Job Title: | Managed Care Specialist | Job Category: |  |
| Department/Group: | TN TennCare | Job Code/ Req#: | 62078 |
| Location: | On Site  **Address**  ,  Candidate Must Be Local | Travel Required: |  |
| Level/Salary Range: | $23/hr on C2C | Position Type: | Contract |
| Duration | 05/20/2024 - 12/30/2024 | Date Posted: | 04/22/2024 |
| Expenses Allowed | No | Posting Expires: | 05/20/2024 |
| **Quantity Requested** | 22 | Send Resumes to | resumes@taurusbiz.com |
| **Schedule:** | | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  7.5  **Time Zone**  CST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:00AM 4:30PM State of Tennessee Official Standard Office Hours Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Description**  Our Client is looking to hire a Legal Assistant for a hybrid role.  No duplicate submissions Our Client provides their workforce with a hybrid work environment. Most positions have a combination of work from home and work in the office, which varies by position, department, and business need. Training is extensive, up to 6 weeks prescheduled, virtual / in-office (by supervisor request), and contractors must attend training every day to build proficiency.  No Preplanned PTO will be approved during training weeks.  All Legal Assistant’s MUST be local to middle TN and able to commute to our Client’s office in  Nashville, TN as needed. The work hours and schedule are M-F with standard 7.5 hours per day/max, 37.5 hours per week.  **Key Responsibilities**  · Determine individual and family eligibility for our Client’s care programs.  · Assist in coordinating and communicating schedules to internal/external Clients.  · Conduct client interviews, collect facts and information, and compile case data to provide  recommendations to an attorney.  · Timely management of casework, including proper documentation and case resolution. Provide legal research, analysis of legal papers, and draft legal documents. Document findings accurately.  · Work efficiently / effectively in multiple databases to extract information.  · Attend workgroup meetings and participate in discussions.  · Assist leadership team, as necessary.  **Requirements and Skills**  · Must have a bachelor’s or associate degree.  · A background in Paralegal studies is a plus.  · Work experience in a Legal environment a plus.  · Customer service or call center experience a plus.  · Proven technical skills (e.g., Microsoft Word, Excel, Outlook, PowerPoint, SharePoint, etc.).  · Excellent time management skills with the ability to prioritize work to meet specific deadlines with  minimal supervision.  · Excellent verbal and written communications skills.  · Keen attention to detail and adherence to deadlines.  · Strong time management, note-taking, email organization, and distribution skills.  · Critical thinking and problem-solving skills.  **Other Important Information**  · The position is a hybrid position in downtown Nashville, TN. The contractor will work onsite and  remotely based on the team’s schedule.  · The position is contract for 12 months with an opportunity to be extended.  **Qualifications**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Type** | **Category** | **Qualification** | **Description** | **Competency** | **Required** | | Education | Others | Bachelor's or Associate's  Degree | Must have a bachelor’s or associate degree | Proficient (4-6  Years) | Yes | | Skills | Others | Critical thinking and problem-solving skills | Critical thinking and problem-solving skills. | Proficient (4-6  Years) | Yes | | Skills | Others | Communication Skills | Excellent verbal and written communications skills. | Proficient (4-6  Years) | Yes | | Skills | Others | Microsoft Office | Proven technical skills (e.g., Microsoft Word, Excel, Outlook, PowerPoint, SharePoint, etc.). | Proficient (4-6  Years) | Yes | | Skills | Others | Paralegal | A background in Paralegal studies is a plus. | Novice (1-3  Years) | No | | | | | | |
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| Reviewed By: | Swathi G | Date: | 04/22/2024 |
| Approved By: | Ram S | Date: | 04/22/2024 |
| Last Updated By: | Swathi G | Date/Time: | 04/22/2024 |