|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Managed Care Specialist | Job ID: | 64406 |
| Department/Group: | TN TennCare | Position Type: | Contract |
| Duration : | 06/30/2025 - 12/31/2025 | Date Posted: | 05/16/2025 |
| Expenses Allowed : | No | Posting Expires: | 05/21/2025 |
| **Location :** | On Site  **Address**  310 Great Circle Rd. Nashville, Tennessee 37243  Candidate Must Be Local | **Quantity Requested :** | 4 |
| **Additional Location Details (City, State) :** | The position is a hybrid position in downtown Nashville, TN. The  contractor will work onsite and remotely based on the team’s schedule. | Send Resumes to : | resumes@taurusbiz.com |
| **Level/Salary Range :** | $22/hr on C2C |  |  |
| **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 8:00 AM 4:30 PM State of Tennessee Official Standard Office Hours Yes  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Description**  Our Client is looking to hire a Managed Care Specialist 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 pre scheduled, virtual / in-office (by supervisor  request), and contractors must attend training every day to build proficiency.  No Pre planned PTO will be approved during training weeks.  All candidates **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 work-group 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 | | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed By:** | Swathi G | **Date:** | 05/16/2025 |
| **Approved By:** | Ram S | **Date:** | 05/16/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 05/16/2025 |