

Project Leader

4/26/24

FULL-TIME, MONDAY-FRIDAY

Full time

To explore the full range of benefits please visit our website www.jmmurray.com

\$18.45-\$22.41/hour - Placement in the range will be determined based on experience and other factors allowed by law.

Want to work at a great place with a social mission? JM Murray offers a comprehensive package of benefits include: paid vacation, paid holidays, paid sick time, 401k with company contribution, health and dental insurance with additional voluntary insurance benefits.

JM Murray is seeking an individual with excellent communication and interpersonal skills to provide and oversee plan development and delivery of assigned services. Project Leader's responsibilities will include support of consumers and/or families who seek self-direction of their individualized budget. The Project Leader will maintain a case load of individuals enrolled in the Fiscal Intermediary program, track disbursements of funds through approved self-direction budgets. Review all aspects of self-direction budgets expenditures and staffing to ensure compliance with Medicaid and state regulations. A successful candidate will need understanding of teamwork, cooperation, organizing, planning, attentions to detail and recordkeeping.

Requirements: Associate Degree in Human Services preferred. Significant experience in lieu of degree may be considered. 2-3 years experience working with individuals with developmental disabilities preferred. At least 1 year coordinating and scheduling work tasks.

Send application/resume referencing the specific Position Title and Number to: HR Dept, 823 Rte. 13, Cortland, NY 13045; via e-mail: hr@jmmurray.com; or visit our website at www.jmmurray.com

Our Mission

JM Murray's mission is to provide services for people with disabilities and their families that enhance the quality of their lives. We are an Equal Opportunity Employer and welcome people of all abilities to apply for current employment opportunities.

As an Equal Opportunity Employer, J M Murray will not discriminate in its employment practices due to an applicant's race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, transgender status, age, national origin, marital status, citizenship and immigration status, physical and mental disability, criminal record, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law.