

Medicaid Specialist (Remote)

Are you an experienced **Medicaid Specialist** who understands the **ins and outs of Medicaid planning** and enjoys helping families navigate the complex process? Do you want to work in a firm where your expertise is valued, your contributions matter, and you can make a real difference in people's lives?

At **Elderly Care Law Firm**, we take a **compassionate, client-centered approach** to Medicaid planning. We know that many families face overwhelming challenges when trying to secure benefits for long-term care, and we are committed to **guiding them through the process with expertise, patience, and care.**

We are looking for a **detail-oriented and experienced Medicaid Specialist** who can support our attorneys by handling **Medicaid applications, asset protection strategies, eligibility planning, and client communication.** This is a **remote position**, but the right person must be **available to come into our Miami office as needed for training, meetings, or team collaboration.**

The ideal candidate will align with our firm's **core values:**

- **Positivity** - Seeing challenges as opportunities to find solutions.
- **Dependability** - Taking ownership of tasks and following through with excellence.
- **Initiative** - Thinking ahead, solving problems, and improving processes.
- **Attentive Communication** - Keeping clients informed and reassured every step of the way.
- **Service-Mindedness** - Treating every client with dignity, respect, and patience.

What You'll Be Doing

- **Guiding Clients Through the Medicaid Process** - Work directly with clients and their families to gather information, explain eligibility requirements, and ensure a smooth application process.
- **Preparing & Submitting Medicaid Applications** - Handle all aspects of Medicaid applications, from initial intake to submission and follow-up with the Department of Children and Families (DCF).
- **Strategizing Asset Protection Plans** - Assist attorneys in developing and implementing strategies to help clients qualify for Medicaid while preserving their assets.
- **Tracking Deadlines & Follow-Ups** - Monitor case progress, ensure compliance with Medicaid regulations, and proactively address any issues.
- **Coordinating with Clients & Financial Institutions** - Communicate with banks, financial advisors, and other entities to gather necessary documentation and information.

- **Supporting Attorneys in Medicaid Cases** – Work alongside attorneys to manage Medicaid planning cases efficiently and effectively.
- **Staying Up to Date on Medicaid Rules & Regulations** – Keep current with Medicaid policies to ensure accurate planning and application strategies.

Who You Are

- **Experienced in Medicaid Planning** – You have a **strong understanding of Florida Medicaid rules, eligibility requirements, and asset protection strategies.**
- **Detail-Oriented & Organized** – You know that **small mistakes can have big consequences**, so you **double-check everything** and keep detailed records.
- **Compassionate & Client-Focused** – You understand that **clients are often under stress**, and you take the time to **listen, guide, and reassure them.**
- **A Strong Communicator** – You can **explain complex Medicaid concepts in a clear and understandable way** to clients and their families.
- **Tech-Savvy** – Comfortable using **case management software, electronic filing systems, and financial documentation tools.**
- **Self-Motivated & Proactive** – You take initiative, work independently when needed, and ensure cases are handled **efficiently and on time.**

Why Join Elderly Care Law Firm?

At Elderly Care Law Firm, we believe in **supporting our team as much as we support our clients.** When you join us, you will enjoy:

- **Remote Work Flexibility** – Work from home while having the option to come into the office when needed.
- **Meaningful, Impactful Work** – Help families **protect their loved ones and secure the care they need.**
- **Competitive Compensation** – Your **expertise and dedication** will be recognized and rewarded.
- **Comprehensive Benefits Package** – Including **health, dental, and vision insurance, a 401(k) with employer match, and generous paid time off.**
- **Opportunities for Growth & Development** – We **invest in our team, providing training and professional development opportunities.**
- **A Supportive, Positive Work Environment** – We value **teamwork, kindness, and making a real impact.**

How to Apply

If you are an **experienced Medicaid Specialist** looking for a **fulfilling, client-focused role** where you can truly **make a difference**, we would love to hear from you!

We can't wait to welcome the right person to our team!