



Missouri Partnership Coordinator

Reports to: Executive Director

Status: Full-Time

Application Deadline: May 15, 2026

Position Overview:

The Missouri Partnership Coordinator establishes and maintains Down Syndrome Innovations (DSI) as a contracted provider with the Department of Mental Health (DMH) Division of Developmental Disabilities, while also serving as the primary liaison to our partnering county-specific SB-40 boards in Missouri. This role drives the strategic planning, policy development, financial modeling, and regulatory compliance necessary to align DSI's services with DMH and SB-40 funding. Key objectives include expanding service accessibility, enhancing financial sustainability through steady billing revenue, raising state standards of practice, and guiding more Missouri families through the I/DD eligibility process. The first year will focus on the DMH application process, infrastructure development, and consulting a pilot caseload of families, with subsequent years focused on scaling services, refining systems and policies, and maximizing benefits for all Missouri families utilizing DSI services.

Organization:

At Down Syndrome Innovations, our life-changing support and services empower people with Down syndrome to live to their fullest potential. We serve as the expert resource and lead community mobilizer, sharing knowledge and creating solutions for people with Down syndrome. Our values include community, innovation, individuality, passion, and trust. For more information, visit our website: <https://www.downsyndromeinnovations.org/>

Missouri Partnership Coordinator responsibilities include, but not limited to:

- Align weekly work tasks with the documented plan in our approved EITAS grant, "DSI Bridges to DMH", updating EITAS with progress on targeted outcomes at least quarterly.
- Establish direct partnerships with staff within Missouri's DMH Division of Developmental Disabilities and EITAS, as cultivating these connections ensures DSI has named contacts to streamline the DMH application process.
- Manage administration of billing processes with current funding partners in Missouri, including EITAS, Platte County Board of Services, and Children's Services Fund of Jackson County, creating efficiencies and improving systems as needed.
- Attend available and relevant conferences in Missouri, especially offerings from EITAS, to increase relevant knowledge within your position at DSI.
- Collaborate with current team members to improve our current long-term planning consultations and process flow to specifically target Missouri families.
- Improve our DSI Long Term Planning Guide with accurate action steps for Missouri families.
- Set up collaborative meetings with Jackson County partners to inform them of DSI's intentions to become a DMH provider and communicate openness to receive counsel.
- Build collaborative relationships with experienced service coordinators in Missouri, ensuring their familiarity with Down Syndrome Innovations.
- Learn the full scope of DSI's Lifespan Services and the credentials of each service provider to begin the process of understanding the cross-section of our services with the services listed in the DMH DD Waiver Manual.

- Develop familiarity with Salesforce (DSI's CRM), and document client and community partner engagement in Salesforce consistent with DSI's data strategy.
- Establish MOUs with EITAS-funded Jackson County organizations related to facility use, and/or identify community spaces that allow us to utilize space for on-site consultations with clients for access within Jackson County.
- Obtain an MMAC application, which is necessary for securing a billing number that is specifically used for providing Medicaid Waiver services
- Work with the DSI service directors and ensure mutual understanding of the parameters for qualifying for reimbursements for services they oversee and provide.
- Establish relationships with a pilot caseload of Jackson County, Missouri families for the future opportunity to integrate DSI services into their current person-centered plan under DMH funding. Assist these families to access the Kansas City Regional office for initial eligibility processes and access EITAS for county-specific support.
- Work with DSI's executive leadership team to modify any HR practices that need modified to be compliant with DMH policies.
- In collaboration with the DSI executive team, develop financial projections anticipating new reimbursable revenue in subsequent years for client services as a DMH provider.

Knowledge / Skills / Abilities:

- Proficient and/or confident with technology and able to efficiently learn systems, including but not limited to Microsoft Excel, Salesforce, Apsona, and Form Assembly.
- Strong communication and advocacy skills.
- Accurate and efficient data entry skills.
- Effective organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to multi-task and work in an innovative, dynamic, and evolving environment.
- Versatile professional, skilled at both collaborative teamwork and independent execution.
- Excellent interpersonal skills and treats the clients we serve with courtesy, respect, and caring behaviors, including those from diverse backgrounds.
- Demonstrates proactive approaches to solving problems, with strong decision-making capability.

Qualifications:

- Bachelor's degree in social services, psychology, or business.
- Minimum of 2 years of experience in support coordination, targeted case-management, or Medicaid billing.
- Familiarity with Missouri DMH/Medicaid regulations or other medical insurance is preferred.
- Relevant volunteer or work experience with individuals with developmental disabilities.
- Available to work a standard Monday through Friday schedule, with quarterly participation in evening or weekend events when all staff contribute to organizational fundraisers.
- Must pass a background check.

Additional Information:

- Full-time salaried position, negotiable based on credentials, specialized training, and experience.
- Benefits include health, vision, dental, long-term disability insurance, retirement, and PTO.
- The schedule allows for flexibility, including the option to work from home two days per week.
- Send cover letter and resume to sarah@kcdsi.org to be considered for the position.
- To further discuss this position, please contact Sarah Mai (sarah@kcdsi.org).