

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

APPEALS ADMINISTRATIVE CASES MANAGER

Role Title: Hearing and Legal Services Manager II

Position # 00324

Pay Band 6, Level I, Hiring Range: \$55,672 - \$95,000

Closing Date: December 21, 2015

Exciting opportunity to motivate and manage an interdisciplinary team of hearing officers, paralegals and administrative assistants within the Appeals Division. This position is responsible for directing and guiding the activities of the Administrative Cases Team, while providing hands on support to manage the Team's workload and quality output. Additionally, this position will occasionally serve as a Hearing Officer to review and adjudicate complex client and provider appeals, and also engages with federal and state officials, attorneys, constituents and clients, and the Office of the Attorney General to respond to inquiries and to provide information. Qualified applicants must have proven ability to build and lead a high-performing interdisciplinary team in daily operations. Requires professional experience in business and administrative management. Must have demonstrated ability to interpret/apply/analyze complex laws, regulations, policies, or case law, with ability to use independent judgment in broad range decision-making authority. Proven ability to build collaborative working relationships with team members at all levels of the organization. Possess outstanding communication skills with the ability to communicate clearly and effectively, orally and in writing. Must have strong organization skills and ability to multi-task. Must be proficient using technology including office productivity tools such as word processing, spreadsheet, presentation, and calendaring. Requires comprehensive knowledge of legal research methodologies including computerized research. Knowledge of Medicaid and other public assistance programs, health care laws, and health care needs of the individuals with disabilities preferred, but not required. Knowledge of administrative law and appeals procedures preferred. Advanced degree in law, public administration, social work, mental health/mental disability preferred, and/or experience as an attorney, administrative hearing officer, eligibility worker/specialist, or the equivalent combination of education and experience. Graduation from an accredited law school preferred; current Virginia law license preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA