

**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.

BEHAVIORAL HEALTH PROGRAM ANALYST

Role Title: Program Administration Specialist II

Position #W0272

Pay Band 5 Level II Hiring Range: \$20.09 - \$28.00 per hour

Closing Date: February 2, 2015

Exciting opportunity to join the Office of Behavioral Health (OBH) team. This position provides assistance to the Division of Integrated Care and Behavioral Health in monitoring the Behavioral Health Services Administrator (BHSA) contract, ensuring contract compliance and maintenance of a high performance level through verification and tracking of various program data, and ongoing oversight of several operational aspects of the contract. Incumbent analyzes data related to fiscal transactions, behavioral health provider activities, and member eligibility files. Duties also include coordination of ongoing interfaces between OBH and the BHSA involving document reviews, appeal activity and program operations. Applicants must have extensive knowledge of Medicaid policies and procedures as well as a working knowledge of the healthcare delivery system. Requires demonstrated ability to interpret and apply state, federal, and DMAS policy, analyze issues and reach logical conclusions. Requires demonstrated ability to organize and prioritize work assignments, and to work independently. Must have experience developing tracking tools and effectively communicating the results. Requires considerable knowledge of system applications including spreadsheets, databases, MMIS and word processing. Experience in behavioral health is a plus. Bachelor's degree preferred; an equivalent combination of training/experience in related field may substitute.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

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/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA