

**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.

MONEY FOLLOWS THE PERSON COMMUNITY INTEGRATION SPECIALIST

Role Title: Program Administration Specialist II

Position # W0260

Pay Band 5, Level I - Hiring Range: \$20.09 per hour - \$27.00 per hour

HOURLY POSITION – NO STATE BENEFITS

Closing Date: March 24, 2014

Long Term Care Division offers exciting opportunity to join the Money Follows the Person (MFP) team as a state resource for community integration of individuals transitioning from long-term care facilities to community living. This position works with transition coordinators and case managers to promote community living with Medicaid members living in long-term care facilities by identifying community resources, creating marketing materials as needed, conducting outreach to recruit new providers, and promoting transition success stories. Ideal candidate must have comprehensive knowledge of human and social service needs of adults and persons with disabilities and all others with special health care needs. Must have significant experience identifying and working with community resource services, planning and conducting outreach initiatives for special populations, and recruiting health service providers. Must thoroughly understand transition plan development as well as implementing programs in home- or community-based settings. Requires hands-on experience in outreach development, interpreting regulations and policies and identifying program/policy changes. Requires demonstrated ability to work independently, work on multiple complex projects simultaneously, and work with a team to problem solve issues as they arise. Must be able to communicate effectively both orally and in writing. Proficiency using PC's including spreadsheet, project management, and presentation software applications is a must. Knowledge of Medicaid preferred. Degree with major study in social work, human services, or health care preferred; advanced degree preferred. **This is an hourly position limited to 1500 hours per year - 29 hours per week.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for complete state applications. Applications must include complete work history, including periods of unemployment if applicable. 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