

**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.

CONTRACT MONITOR

Role Title: Program Administration Specialist II

Position # 00551

Pay Band 5 Level II - Hiring Range: \$42,614 - \$70,000 per year

Closing Date: January 11, 2016

Program Integrity Division seeks qualified professional to lead oversight of the ancillary provider auditing services contract and any non-traditional programs. This position monitors performance of audits for two Medicaid services, Pharmacy and Durable Medical Equipment (DME), and also assures compliance with contract deliverables, federal/state regulations, and Virginia Medicaid policies. Interested applicants must have considerable knowledge of all aspects of contract implementation, monitoring, and evaluation. Must have comprehensive knowledge of the health and social service needs of children, disabled individuals, and others with special health care needs with working knowledge of medical standards of treatment. Requires demonstrated ability to analyze data and resolve problems; to interpret federal and state regulations and DMAS policy; and research and identify changes in program requirements and policies. Must have comprehensive knowledge of medical and pharmacological terminology and clinical aspects of medical care. Requires ability to organize and prioritize work assignments, and work independently. Must be proficient using the PC with spreadsheets, database analysis, and word processing software. Requires proven ability to communicate effectively, prepare comprehensive reports, and develop/conduct training. Graduation from an accredited college or university with major course work in public health, public or business administration or related field preferred. Education/ training/ experience interchangeable.

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: <https://virginiajobs.peopleadmin.com/>

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