

**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 – PROGRAM AUDITOR

Role Title: Program Administration Specialist II

Position #W0208

HOURLY POSITION – NO STATE BENEFITS

Pay Band 5, Level I Hiring Range: \$20.49 - \$33.00 per hour

Closing Date: September 28, 2015

Excellent opportunity for an experienced health care professional to join the Program Integrity Division. This position monitors and audits the operational efficiencies of the contract's administrative functions for Traditional Services to include Inpatient and some Outpatient medical services. The incumbent works with a team of contract monitors and service authorization specialists in determining the service authorization contractor's compliance. Applicants must have experience and knowledge in a clinical or medical setting in order to determine medical necessity and appropriateness of services through nationally accepted clinical criteria. Requires knowledge of inpatient acute care, intensive rehabilitative and specialized care/long stay hospital settings, organ transplants, surgical procedures and medical devices. Applicants must have comprehensive knowledge of clinical services. Must have ability to learn to research and analyze data, identify program changes, interpret state and federal regulations and DMAS policy. Must be proficient using the PC and word processing, spreadsheets, and database management software applications. Must have demonstrated ability to communicate effectively orally and in writing. Professional education, training or degree in medical or related field; will train applicant with appropriate clinical knowledge. **RN strongly preferred – must have current license or LPN with hospital medical/surgical unit experience will be considered. This is an hourly position with no state benefits and limited to 1,500 hours per year at 29 hours per week.**

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