

**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.

ELIGIBILITY AND ENROLLMENT UNIT MANAGER

Role Title: Program Administration Manager III

Position # 00166

Pay Band 6, Level I - Hiring Range: \$55,672 - \$87,000

Closing Date: November 30, 2015

Unique opportunity in the Program Operations Division to manage the eligibility and enrollment unit. Provides technical expertise to the division and the agency in the administration of complex criteria and requirements for the enrollment of members into Medicaid. Applicants must have comprehensive knowledge of Medicaid rules, regulations and procedures, Medicaid eligibility and enrollment process and other public assistance programs. Must have considerable knowledge of automated data systems functionality and analysis of business needs as they pertain to Medicaid, HIPP, Buy-In, and other programs. Requires working knowledge of administration, management, and administrative controls. Must have extensive experience in interpretation and application of law and regulations and in developing and managing programs and projects. Must have demonstrated experience developing and writing policy, regulations, procedures, and business requirements for system changes. Requires experience preparing and presenting training programs or other documents regarding complex policy and operational issues. Requires demonstrated experience managing employees with diverse job functions. Project management and operations experience a plus. Prefer bachelor's degree in business or human services administration or equivalent experience; advanced degree preferred. **Pursuant to Sections 2.2-3115 and 2.22-3115 of the Code of Virginia, this position has been designated to file a Statement of Economic Interests Form at the time of employment and semi-annually thereafter.**

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