

**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.

ENROLLMENT BROKER CONTRACT MONITOR

Role Title: Program Administration Specialist II

Position # 00645

Pay Band 5, Level II Hiring Range: \$42,614 - \$65,000

Closing Date: Open until filled

Unique opportunity to join the Health Care Services Division to manage the Enrollment Broker contract and the day-to-day activities of the Enrollment Broker. We are seeking an individual with considerable knowledge of health plan enrollment practices and experienced with client education, automated systems and managed care practices. This position requires competency in a customer service call center environment especially related to health plan enrollment. Demonstrated expertise in contract and project management, and application of data analysis and findings to operational settings is required. Considerable professional level experience defining requirements and administering health care contracts for various client populations is a must. Requires strong interpersonal and problem solving skills, and experience with research, systems, and reporting techniques. Must have demonstrated ability to communicate effectively with all levels of management, staff and external public/private sector organizations. Requires demonstrated ability to work both independently and as part of a team. Must be proficient using Degree with major coursework in public health, public or business administration, social work, or related field; education/ training/ experience interchangeable. **This position requires a statement of economic interest to be completed upon employment and every year 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: <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