

**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.

MANAGED CARE ELIGIBILITY AND ENROLLMENT ANALYST

Role Title: Policy and Planning Specialist II

Position # 00060

Pay Band 5, Level II - Hiring Range: \$41,778 - \$68,000

Closing Date: August 25, 2014

Seeking experienced Medicaid Eligibility and Enrollment Analyst to provide subject matter expertise to the Managed Care Operations Unit of the Division of Health Care Services. The Managed Care Operations Unit is the operational hub for managing the health plans serving over 700,000 Virginia Medicaid members enrolled in six Managed Care Organizations (MCOs). In addition to day-to-day problem-solving, this new position within the Division of Health Care Services is responsible for operationalizing streamlined approaches to resolving complex eligibility and enrollment issues. The incumbent serves as a contributing member of inter-disciplinary work groups and collaborative inter-agency efforts requiring enrollment and Medicaid eligibility expertise. Applicants must have substantial proficiency in resolving complex eligibility and enrollment issues pertaining to Virginia Medicaid and managed care specifically. Working knowledge and experience with the Virginia Medicaid Management Information System (MMIS) and Virginia Case Management System (VaCMS) preferred. Must have demonstrated experience interpreting policies, federal and state regulations, and laws. Requires competency in word processing, spreadsheet, and presentation software. Must demonstrate excellent communication and problem resolution skills. Graduate of accredited college or university with major course work in business/public administration, healthcare administration, social work or other related social services or health care field. Education, training, and experience interchangeable.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. 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