

**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.

MATERNAL AND CHILD HEALTH PROGRAM ANALYST

Role Title: Program Administration Specialist II

Position #: 00288

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

Closing Date: September 6, 2016

Unique opportunity in the Health Care Services Division's Special Populations Unit to serve as Agency subject matter expert in maternal and child health and acts as the agency representative and point of contact on inter-agency and external committees and workgroups. This position is responsible for the daily operations of a number of program areas surrounding prenatal/pregnancy, family planning and child health services, as well as assisting in the development and evaluation of new program initiatives and current maternal and child health programs. The incumbent develops the state plan amendments, federal waivers, regulations, and other program related items encompassing maternal and child health services. Qualified applicants must have considerable knowledge of maternal and child health policies and programs, preferably as they relate to Medicaid and FAMIS. Requires experience developing work plans and collaborating with diverse groups to produce successful projects. Must have demonstrated ability to prioritize and manage workload with proven experience interacting effectively in a team environment. Requires strong written and communication skills with demonstrated ability to communicate effectively with wide-ranging groups through reports and presentations. Must be proficient using the PC with project management, presentation, spreadsheet, and word processing software. Degree from accredited college or university with major coursework in public policy, public health, social science, health administration, or related field preferred; relevant related experience and education may substitute. Current Virginia driver's license is required for periodic statewide travel.

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