

**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.

HEARING OFFICER

Role Title: Hearing and Legal Services Officer II

Position # 00324

Pay Band 5, Level I - Hiring Range: \$41,778 - \$70,341

Closing Date: August 17, 2015

Appeals Division - This position is responsible for conducting appeal hearings to render decisions at the highest administrative level in accordance with fair hearing principles. Decisions are subject to judicial review. Appeals include eligibility and medical issues for Medicaid, FAMIS, and other indigent health care programs administered by DMAS. The successful candidate must have considerable experience researching, interpreting, and applying state and federal regulations, and analyzing facts to reach logical, legally supportable conclusions. Requires considerable knowledge of administrative law and appeals procedures. Must have considerable experience in analytical writing. Requires considerable knowledge of Medicaid and other indigent health care programs, and of physical and mental health care needs of individuals. Must have experience interviewing individuals to obtain financial, legal, and medical information. Requires experience independently managing a caseload within established time limits. Requires demonstrated ability to communicate clearly and effectively orally and in writing. Must be proficient using word processing software applications. Prefer degree in law, public administration, social work, mental health/mental retardation, and/or experience as an attorney, administrative hearing officer, eligibility worker/specialist, or the equivalent combination of education and experience. **REQUIRES VALID DRIVER'S LICENSE; REQUIRES OCCASIONAL 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: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA