

**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.

**INTEGRATED CARE PROGRAM ANALYST  
HOURLY POSITION – NO STATE BENEFITS**

Role Title: Program Administration Specialist II  
Position #W0207

Pay Band 5, Level II Hiring Range: \$20.49 - \$28.85 per hour

**Closing Date: August 1, 2016**

Integrated Care Division seeks self-motivated professional to assist with daily operational needs of the coordinated care programs and implementation of new initiatives administered by the Department of Medical Assistance Service (DMAS). This position works with external entities to ensure that providers and Commonwealth Coordinated Care health plans are working within contract guidelines. Also responsible for researching and investigating issues related to member access to care, health care issues, and member benefits. The incumbent will assist with implementation of the Managed Long Term Supports and Services (MLTSS) program. Interested applicants must have considerable knowledge of Medicaid, Medicare, or healthcare managerial principles and practices, with emphasis on integrated long-term care models. Requires considerable knowledge of Medicaid and Medicare services and long-term care. Must have experience with project management, implementation, contract management, and utilization review processes. Must have demonstrated ability to organize and prioritize work assignments with the ability to work independently and as a team member. Requires proficiency with the PC and word processing, spreadsheet, and database software applications. Must have proven ability to communicate effectively across organizational levels. Prefer Bachelor's degree with major coursework in social work, nursing, public health, business or health administration. **This hourly position is limited to 29 hours per week/ 1500 hours per year.**

**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](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**

