

**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 SUPERVISOR

Role Title: Program Administration Specialist II

Position #00099

Pay Band 5, Level III Hiring Range: \$42,614 - \$76,000

Closing Date: November 2, 2015

This position is responsible for supervising the development and implementation of Medicaid Long Term Services and Supports (MLTSS) and program initiatives administered by the Agency, including the Commonwealth Coordinated Care (CCC) Program. The incumbent will assist with managing the daily operational functions of the CCC Program and ensures health plans and contractors are in compliance with federal/state regulations, Virginia Medicaid policies, and other policies specific to these programs, as well as providing professional expertise and guidance. The successful candidate must have comprehensive knowledge of Medicaid and Medicare services, managed care and health programs, project management, implementation, and contract management with emphasis on integrated, long-term care models. Must have demonstrated experience with independent and collaborative project management, including planning, implementation, and evaluation. Requires demonstrated ability to supervise and coach professional staff. Requires experience with program start up and development. Must have proven strong organizational and problem solving skills and demonstrated ability to manage multiple projects. Must demonstrate ability to communicate effectively orally and in writing, develop and conduct training, and prepare comprehensive reports. Degree with major coursework in public health, health or business administration, or related field preferred.

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 who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA