

**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.

MONEY FOLLOWS THE PERSON RESOURCE SPECIALIST

Role Title: Program Administration Specialist II

Position # W0145

Pay Band 5, Level I - Hiring Range: \$20.09 per hour - \$27.00 per hour

HOURLY POSITION – NO STATE BENEFITS

Closing Date: March 24, 2014

Long Term Care Division has exciting part-time opportunity to join the Money Follows the Person team. This position is responsible for identifying housing resource options for individuals transitioning to community living, as well as maintaining the Money Follows the Person program data. Responsibilities include developing housing resource materials and working with partner agencies to identify accessible and affordable community housing for individuals who are older adults or have disabilities and are transitioning into the community from institutions. In addition, this position receives all MFP data forms, quality checks the information, obtains accurate information from providers and assists with maintaining database for MFP information. The successful candidate must have comprehensive knowledge of housing needs of older adults, persons with disabilities, and all others with special health care needs. Requires knowledge of federal/state housing services regulations, policies, and procedures. Must have demonstrated ability to analyze data, research policies and regulations, and resolve problems. Requires demonstrated ability to organize and prioritize work assignments, and work independently as well as in a team setting to accomplish program goals. Must have demonstrated ability to speak publicly, and prepare and deliver training. Must be proficient using the PC to analyze data (especially using Excel) and prepare comprehensive reports. Prefer knowledge of Medicaid program and experience working with partner agencies regarding housing initiatives. Degree with major coursework in health, public, or business administration preferred. **This is an hourly position with no state benefits and limited to 1500 hours per year - 29 hours per week.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for complete state applications. Applications must include complete work history, including periods of unemployment if applicable. 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