

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES  
EMPLOYMENT OPPORTUNITIES**

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.

**THIS IS A RE-ANNOUNCEMENT  
PREVIOUS APPLICANTS ARE UNDER CONSIDERATION**

**SUPERVISOR, PROGRAM OF ALL INCLUSIVE CARE FOR THE ELDERLY**

Role Title: Program Administration Specialist II

Position #00085

Pay Band 5, Level III, Hiring Range: \$41,778 - \$75,000

**Closing Date: September 29, 2014**

The Division of Long Term Care Services seeks a Supervisor to provide leadership to the **Program of All Inclusive Care for the Elderly (PACE)**. The PACE team is the operational hub for overseeing program compliance with federal regulations, and the health and safety of the PACE participants. The supervisor will direct day-to-day operations, and be responsible for problem-solving, operationalizing, and streamline approaches to resolving complex operational issues. The incumbent serves as a contributing member of inter-disciplinary work groups and collaborative inter-agency efforts. In addition, the supervisor will serve as liaison to the Center for Medicare and Medicaid Services (CMS) and provide guidance to clinical and administrative staff, providers, stakeholders, local departments of social services, and officials. The successful candidate must have experience in care management, quality management, and program evaluation in a long term care or health agency setting for individuals with complex health conditions. Candidates must have demonstrated ability to lead professional staff and be well-versed in team principles and practices. Must be knowledgeable using automated systems and databases as well as office-related application software. Requires proven ability to communicate effectively orally and in writing, and have excellent group presentation skills using a variety of media. Must have extensive knowledge of Medicaid or other health programs, including federal/state regulations and policies. Graduate of accredited college or university with major course work in business, public, or healthcare administration, social work or other related social services field preferred; education, training, and experience interchangeable. **THIS POSITION MAY REQUIRE SOME TRAVEL.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. 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](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**