

**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.

SENIOR PROGRAMS ADVISOR, ELIGIBILITY

Role Title: Program Administration Manager III

Position #:01060

Pay Band 6 Level I Hiring Range \$55,672 - \$90,000

Closing Date: September 12, 2016

Unique opportunity to provide support to upper level management by developing a new and comprehensive approach to assessing and improving the process and accuracy of determining eligibility for Department of Medical Assistance Services programs. This position will report to the Agency Chief Deputy and will work with a team of agency staff, other state and local staff, and stakeholders/advocates to develop and implement a Quality Measurement program for Medicaid/CHIP eligibility. Responsibilities will include defining performance standards, developing metrics, collecting data and tracking measures, identifying trends and issues, and developing recommendations and corrective actions to ensure that the eligibility determination process is in compliance with all federal and state regulations and provides a high quality consumer experience. Qualified applicants must have considerable knowledge of large complex governmental organizations, how they are administered and how they intersect at the state and local levels. The position also requires considerable knowledge of human services delivery systems, performance management techniques, qualitative and quantitative data analysis, and philosophies and approaches associated with continuous quality improvement and customer focused service delivery. Requires experience analyzing complex issues, making recommendations to leadership, preparing decision briefs and presentations, and implementing new policies and procedures. Must have proven ability to manage complex projects and multiple priorities, set goals, develop multi-level work plans and strategies, and monitor progress to complete time sensitive assignments with minimal direction. Must have demonstrated ability to lead others with diverse interests and to build collaborative relationships with various stakeholders/advocates, state and local agency staff, and high-level decision makers to achieve consensus and results. Experience with performance/quality metrics is strongly preferred. Experience developing new and complex initiatives involving a broad range of stakeholders is also preferred. Knowledge of eligibility processing for Medicaid/CHIP and/or human service programs would be advantageous. Graduation from an accredited college or university with major course work in health, business or public administration, public policy, or relevant field preferred; master's degree in relevant field preferred. **Pursuant to Sections 2.2-3115 and 2.22-3115 of the Code of Virginia, this position has been designated to file a Statement of Economic Interests Form at the time of employment and semi-annually thereafter.**

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

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

EEO/AA/ADA