

**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.

**QUALITY REVIEW SUPPORT**

Role Title: Program Administration Specialist I  
Position # W0711 – Two Positions Available  
HOURLY POSITION – NO STATE BENEFITS  
Pay Band 4, Level II, Hiring Range: \$15.68-\$20.67  
**Closing Date: June 6, 2016**

The Marketing and Enrollment Services Division Cover Virginia program has an excellent opportunity for a Program Administration Specialist. This position monitors, scores, and reports the quality of performance of the Cover Virginia program operations to ensure compliance with contract SLAs, and with federal and state regulations and program policy. The incumbent also reports on quality assurance outcomes using reporting tools and as determined by supervisor. Candidates must have demonstrated ability to apply policies and regulations to specific cases, carefully follow program procedures, and maintain program documentation and case files. Requires experience collecting and maintaining program data. Must be proficient using word processing and spreadsheet applications for the PC. Must have demonstrated excellent written and oral communication skills. Several years' experience in program operations and customer service. High school diploma with some college coursework in business or health care administration preferred; equivalent relevant experience/training may substitute. **This is an hourly position limited to 1500 hours per year/29 hours per week.**

**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**