

**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.

SPECIAL PROJECTS PROGRAM ANALYST

Role Title: Program Administration Specialist II

Position #W0706

Pay Band 5, Level II - Hiring Range: \$20.49 - \$28.00 per hour

HOURLY POSITION – NO STATE BENEFITS

Closing Date: March 28, 2016

The Division of Integrated Care and Behavioral Health Services seeks experienced behavioral health professional to work in the new Special Projects Unit. The incumbent would work in this fast-paced, dynamic environment to develop, implement, monitor and track several components of projects such as the Governor's Access Plan (GAP) for Individuals with Serious Mental Illness (GAP), Substance Use Disorders (SUD) and Managed Long Term Services and Supports (MLTSS). This position researches and investigates issues relating to member access to care, health care issues, and member benefits. The incumbent ensures behavioral health providers and managed care organizations are operating within contract guidelines and provides reports to management. Applicants must have considerable knowledge of and demonstrated experience in the principles and practices of behavioral health and health programs. Requires considerable experience in the planning, developing, analyzing, and expansion of comprehensive health care programs and related operations. Must have demonstrated ability to evaluate impact of legislation on operational issues. Requires some experience with contract management and compliance of contracts. Must have working knowledge of integrated care, legislative practices, research and evaluative techniques. Must have proven ability to be flexible and solution-focused, and manage multiple priorities. Requires demonstrated ability to deliver presentations and training with the ability to communicate effectively using all mediums. Graduation from a college of university with major course work in health, business, public policy or public administration preferred; master's degree in relevant field strongly preferred. This position requires some intra- and inter-state travel. **This hourly position is 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

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

EEO/AA/ADA