

**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.

**MEDICAID TRANSPORTATION FIELD MONITOR
TIDEWATER**

Role Title: Program Administration Specialist I

Position: #W0405

Pay Band 4, Level II Hiring Range: \$15.37 - \$26.00 per hour

Hourly Position - No State Benefits

Closing Date: March 31, 2014

Exciting and rewarding part-time work with flexible hours in an hourly position with the Department of Medical Assistance Services. The Transportation Field Monitor for Virginia Medicaid conducts independent on-site and unannounced field monitoring of non-emergency transportation services that includes monitoring loading and unloading of Medicaid Members according to safety requirements. This position interacts with Medicaid Members, facility employees, transportation providers and drivers. The position also investigates transportation complaints and works closely with the contractor's staff on complaint resolution. Candidates should have experience with non-emergency medical or human service transportation or experience working with the elderly, children, and people with disabilities. Candidates with similar background, strong customer service skills, and public safety are urged to apply. In addition, qualified candidate must demonstrate competency in performance evaluation, and quality assurance. A college degree is desirable but relevant experience in contract monitoring, quality assurance or transportation operations may be substituted. This position works primarily in the Tidewater area; candidates who reside in the Tidewater area are strongly preferred. **Must pass a criminal background check and a driving record check.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for complete 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

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA