

**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.

ENROLLMENT UNIT SUPERVISOR

Role Title: Program Administration Specialist II

Position #:00605

Pay Band 5 Level I Hiring Range \$42,614 - \$63,000

Closing Date: May 16, 2016

Program Operations - This position serves as the primary contact for the VaCMS and MMIS Enrollment functions in the unit with principal responsibility for training of systems enrollment processes, including preparation of presentation materials, development and maintenance of the DMAS website FAQ's for enrollment, coordination and conducting of quarterly DSS and DMAS collaboration sessions, and training outside the office. This position supervises the Enrollment Unit, develops work assignments, completes Quality Assurance reviews and provides guidance to staff. Also responsible for research and processing of eligibility enrollment coverage issues providing guidance on Medicaid eligibility policy as it relates to enrollment of members in the VaCMS and MMIS systems. Interested applicants must have considerable knowledge of and experience with Medicaid eligibility and enrollment policies/procedures/practices. Must have working knowledge of auditing techniques, medical terminology and payment systems. Requires demonstrated ability to research, interpret and analyze complex statutes, Medicaid regulations and policies/procedures, and audit documents, systems data, records and findings to independently resolve the issues when required. Must have considerable knowledge of the automated systems involving enrollment, including the MMIS and considerable experience and knowledge of technical writing methodology to develop and write procedure guides, training materials and conduct presentations. Requires proven ability to make sound recommendations and communicate effectively both in writing and orally with diverse populations. Graduation from an accredited college or university with study in health care administration, business administration or a related field or equivalent experience preferred.

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