

**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.

HEALTH PLAN PROGRAM ANALYST

Role Title: Program Administration Specialist II

Position #:00839

Pay Band 5 Level I Hiring Range \$42,614 - \$68,000

Closing Date: May 23, 2016

Excellent opportunity in the Division of Integrated Care and Behavioral Health to monitor and track all Commonwealth Coordinated Care (CCC) program activity to ensure that CCC managed care organizations are operating within contract guidelines. This position is responsible for researching and investigating issues related to member access to care, member benefits, and health care issues. Additionally, the incumbent coordinates and performs outreach efforts to enrollees, providers, and other stakeholders related to the CCC and Managed Long Term Supports and Services Program (MLTSS) in conjunction with health plans, and provide effective expertise regarding marketing and distribution of enrollee information. Qualified applicants must have extensive knowledge of the administration of managed care programs to include eligibility, covered services and benefits, contract management and contract compliance. Requires proven ability to develop and deliver training, using a variety of modalities, to diverse groups, including enrollees, advocates, providers, other stakeholders, and health plan staff. Must have working knowledge of state and federal Medicaid and/or Medicare policies and procedures in addition to working knowledge of medical terminology. Requires demonstrated ability to apply and interpret regulations, policy and procedures. Must be proficient using the PC, office application software, with working knowledge of MMIS. Degree from an accredited college or university with major course work in social work, nursing, public health, health or business administration or related field is 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