

**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 POPULATIONS ASSISTANT

Role Title: Health Care Compliance Specialist I

Position #: W0590

Pay Band 4, Level II Hiring Range: \$15.37 - \$20.00 per hour

HOURLY POSITION – NO STATE BENEFITS

Closing Date: December 7, 2015

Excellent opportunity to provide assistance to the manager and Special Populations staff. This position is responsible for receiving files from Managed Care Organizations (MCOs), handling inquiries, forwarding information to correct LDSS localities, using Medicaid Management Information System (MMIS) to research information, and some minor case management. Applicants must have experience prioritizing multiple tasks, managing workflow, following instructions, and performing duties with minimal supervision. Must have experience requesting and/or providing information by telephone and written inquiries in a professional environment. Requires proficiency using office related software applications with the PC including spreadsheets, and database management. Experience using MMIS preferred, but not required. Knowledge of Medicaid and other public assistance programs, health care laws, and health care needs of vulnerable populations such as individuals with disabilities, foster care children, or individuals with behavioral health needs is preferred, but not required. Some experience interpreting and applying federal statutes and regulations is desired. Must have experience effectively composing, editing and formatting written communications, as well as demonstrated ability to communicate effectively with diverse populations. Must have demonstrated ability to handle multiple priorities and meet strict time deadlines. Prefer Associate's or Bachelor's degree or high school graduate with some college coursework in office administration, business administration, or human services field. **This hourly position is limited to 29 hours per week/ 1500 hours per year with no state benefits.**

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: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

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