

**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.

**ELIGIBILITY SPECIALIST**

Role Title: Program Administration Specialist I

Position: #W0211

Pay Band 4, Level III Hiring Range: \$15.07 - \$25.00 per hour

**Hourly Position - No State Benefits**

**Closing Date: March 8, 2010**

Program Operations is seeking an Eligibility Specialist responsible for reviewing and resolving enrollment issues to ensure accurate member enrollment in the Medicaid Management Information System. Incumbent responds to inquiries regarding enrollment or eligibility questions, and reviews, analyzes and develops processes for addressing enrollment functions and efficiencies. Requires considerable knowledge of publicly administered assistance programs, Medicaid, FAMIS, automated data systems functionality (MMIS) and analysis of business needs. Must have demonstrated ability to communicate effectively both orally and in written communications. Requires demonstrated experience and ability to interpret federal/state law and regulations. Must have working knowledge of administration, management and administrative controls. Requires considerable knowledge of eligibility criteria and operations of the Medicaid program and other health and human service programs. Requires proficiency using personal computers including word processing, spreadsheets and database management software applications. Degree from accredited college or university with major course work in public health, public or business administration or related field preferred; education, training, or experience interchangeable. **This is an HOURLY POSITION – Limited to 1500 hours per year, typically 30 hours per week.**

**ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for 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](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**