Job Title:	Medicaid Waiver Specialist
Requisition Number:	JO-1503-1962
Grade:	12
Salary Range:	$71,716.00 - $91,750.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Open to the Public
Opening/Closing Date:	3/26/2015 - 4/5/2015

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MEDICAID WAIVER SPECIALIST
CS-0107-12
$71,716 - $91,750

***Open to the General Public** Job Summary

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

This position is located in the Department on Disability Services (DDS), Developmental Disabilities Administration (DDA), Operations Division, Medicaid Waiver Program. DDS administers, plans, coordinates, develops and implements a network of serves to residents of the District of Columbia with intellectual and/or developmental disabilities.

The incumbent is expected to provide outreach, education, oversight and review of person's plan of care, and service delivery by DDS under the District of Columbia (DC) Medicaid Home and Community Based Services (HCBS) waiver program for persons with Intellectual and Developmental Disabilities (IDD). The incumbent verifies that the person's plan of care is appropriate and consistent with the Medicaid HCBS waiver program. Additionally, reviews and approves the plans of care and make adjustments as necessary. The incumbent attests that persons meet the level of care to enroll into the DC HCBS waiver Program for persons with Intellectual and Developmental Disabilities.

Conduct reviews of the plan of care that identifies services that the person will receive in the community through the HCBS waiver program to determine the adequacy and appropriateness of recommended services and the person-centered approach of the plan. Approves the plan of care which identifies the amount, frequency, cost of service and the provider delivering the services. Works closely with the supervisor to ensure the appropriate funding is available for approved services and to ensure cost neutrality.

Reviews person-centered determined goals and services to ensure that the persons-centered goals are provided in accordance with the federal and local standards. Collaborates with relevant professionals to identify various services that can be available to meet the person's needs. Conducts reviews of requests for changes in the choice of providers, and the frequency and duration of services to ensure all required information documentation is available and accurate in the plan of care. Communicates with the designated Service Coordinators to identify errors in the plan of care and establishes a system for problem resolution. Generates service authorizations to the selected and approved providers of service.

Provides training to Service Coordinators, new Waiver Specialists, other DDS staff and other community providers. Collaborates with DDS' Quality Assurance Unit to determine the delivery of quality waiver services. Works collaboratively with Department of Health Care Finance (DHCF) in periodic reviews. Conducts reviews and approval of Medicaid Waiver enrollment for persons entering into HCBS waiver program to determine Level of Care eligibility per federal guidelines and DDS/DDA policy and procedure. Collaborates with Benefits Unit to ensure person meets Medicaid benefits eligibility and Service Coordinators ensure all required documents such as Freedom of Choice, Choice of Provider and Plan of Care are completed, signed and dated.

Collaborates with other Waiver Specialist for consultation due to skills, knowledge and experience of the HCBS wavier program to determine the adequacy and appropriateness of recommended services and the person-centered approach of the plan to execute problem resolution. Conducts periodic reviews of residential rate settings to ensure they are aligned with current HCBC wavier regulations.

Perform other related duties as assigned.

Collective Bargaining Union (Union)
This position is in the collective bargaining unit represented by local union AFGE 343 and you may be required to pay an agency service fee through direct payroll deduction.

Qualifications

Applicant must have one (1) year of Specialized Experience at the next lower grade-level. Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to working with persons with IDD and knowledgeable of the services offered in the DC HCBS waiver program for persons with IDD.

Licensures, Certifications and other requirements
NONE

Education
Minimum requirement: A high school diploma; bachelor's degree in behavioral or social science preferred. Equivalent combination of education and work experience is considered.

Work Experience

Experience working with persons with IDD.

Experience analyzing a broad range of information concerning operations performed in support of a Federal Medicaid Home and Community Based Services waiver program.
Experience analyzing sensitive or critical administrative issues that might impact the organization.
Experience evaluating administrative activities in accordance to organization rules and regulations.
Ability to interact collaboratively with others sufficient to train new service coordinators, new waiver specialists and other community providers.

Work Environment
Work is performed primarily in an office setting.