

Job Title:	Medicaid Waiver Specialist
Requisition Number:	JO-1506-2751
Grade:	11
Salary Range:	\$57,960.00 - \$74,727.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Open to the Public
Opening/Closing Date:	6/25/2015 - 7/5/2015

[Share](#) | [Email this job](#)

Job Summary

MEDICAID WAIVER SPECIALIST

CS-0107-11

\$57,960 - \$74,727

Collective Bargaining Unit (Union)

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 Unit. DDS administers, plans, coordinates, develops and implements a network of services to residents of the District of Columbia with intellectual and/or developmental disabilities.

The incumbent will be expected to provide outreach, education, oversight and review of a person's plan of care, and service delivery by DDS under the Medicaid Waiver Program. The incumbent verifies the person's plan of care to ensure it is appropriate and consistent with the Medicaid Home and Community Based Services (HCBS) waiver program. Additionally, reviews the plans of care and make adjustments as necessary.

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. Works closely with the supervisor to ensure the appropriate funding is available for approved services and to ensure cost neutrality. Reviews determined person-centered goals and service to ensure that the persons-centered goals are provided in accordance with the federal and local standards. Collaborate with relevant professionals to identify various services that are available to meet the person's needs. Conducts reviews of requests for changes in the services, choice of providers, and the frequency and duration of services to ensure all required information documentation and information is available and accurate.

Participate in various service delivery and network/outreach initiatives as needed. Identifies strengths and weaknesses in the waiver program service delivery, makes recommendations as to how they could be improved and initiates remedial activities to avoid or minimize delays or failure to achieve person's desired outcome or needs.

Perform other duties as assigned.

Collective Bargaining Unit (Union)

This position is in the collective bargaining unit represented by local union AFGC 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-Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), A/V equipment"

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 analyzing, evaluating, and/or authorizing cases using established criteria, which impacts recipients participating in the Medicaid Waiver Program.

Work Environment

The work is mostly sedentary. Work is performed primarily in an office setting.