

Job Title:	MEDICAID WAIVER SPECIALIST
Requisition Number:	JO-1603-5117
Grade:	12
Salary Range:	\$73,867.00 - \$94,504.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Agency Only
Opening/Closing Date:	3/30/2016 - 4/9/2016
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MEDICAID WAIVER SPECIALIST
 CS-0107-12
 \$73,867 - \$94,504

DDS Agency Employees Only

Introduction

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.

Job Summary

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. 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.

Monitors changes in Federal and District statutes and/or policies that would affect revenue maximization efforts. Provides interpretation for staff through workshops and training seminars. Develops training modules, to maintain current awareness of new policies and regulatory regulations.

Participates in developing procedures and guidelines for monitoring and evaluating eligibility determinations, cost containment and quality control processes. Recommends changes in policy and procedures needed to establish and maintain quality and efficiency in program operations. Participates in the development and revision of policies and procedures and the development of survey tools and methodology. Implements research protocols for the collection and an analysis of data for planning purposes. Collaborates with Department of Health's Medical Assistance Administration (MAA) in the periodic review, development and implementation of policies and internal operating procedures in accordance with Federal and District requirements.

Provides technical assistance to waiver providers and families. Reviews the appropriateness of corrective action plans submitted by waiver providers. Collaborates with DDS Quality Improvement Division to determine the delivery of quality waiver services.

Receives and evaluates the monitoring reports produced by internal quality assurance system. Follows-up through conferences to ensure that deficient areas are resolved and keeps supervisor abreast of status. Also, reviews and monitors data necessary for the completion and submission of the Continuous Quality Improvement Report (CQIR) to the Department of Health's Medical Assistance Administration (MAA).

Performs other related duties as assigned.

Collective Bargaining Unit (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 providing technical assistance monitoring or evaluating the Medicaid Home and Community Based Services (HCBS) waiver program.

Examples of Specialized experience include: providing oversight and review of a 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).

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 related work experience is considered.

Work Experience

Knowledge of the agency's organization and operations and familiarity with the work processes of organizations with which the agency must coordinate its operations.

Effective communications skills (orally and in writing), a strong sense of responsibility and ability to manage time effectively.

Ability to collaborate with all levels of staff, Federal and District Medicaid professionals, DDS staff, providers and other community professionals in order to implement the plan of care for DDS customers.

Work Environment

The work is mostly sedentary. Work is usually performed within an office setting.