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| Job Title: | Provider Relations Specialist |
| Requisition Number: | JO-1503-1545 |
| Grade: | 13 |
| Salary Range: | \$82,627.00 - \$106,468.00 |
| Promotion Potential: | No |
| Agency: | Disability Services |
| Location: | 1125 15th St NW |
| Area of Consideration: | Open to the Public |
| Opening/Closing Date: | 3/10/2015 - 3/20/2015 |

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PROVIDER RELATIONS SPECIALIST

CS-301-13

\$82,627 - \$106,468

***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), Office of the Deputy Director for Developmental Disabilities Administration (DDA), Operations Division, Medicaid Waiver Unit and Provider Relations Business Unit.

The position is primarily responsible for the overall qualifying, management and support for providers. The position is committed to ensuring health and safety, quality of services, and that individuals and families have the opportunity to choose their own providers from an array of qualified providers. The incumbent is the primary source for information regarding individual professionals and agencies applying to become Medicaid Home and Community Based Service waiver providers in the District of Columbia. The incumbent is responsible for activities in support of the Provider Relations Business Unit. The incumbent is familiar in the form and functions of the agency's Human Care Agreement (HCA) and performs contract administration duties relevant to HCAs that are enacted using various providers as contractors.

The incumbent is expected to plan and conduct the effective coordination of the dissemination of information and the subsequent processes of the provider application procedure. Ensure that prospective providers receive information concerning the required Letter of Interest. Schedules mandatory information sessions for all prospective providers whose Letters of Interest meet the basic requirements for initiating the process. Ensure that all prospective providers who send in a Letter of Interest receive a confirmation and tracking number via electronic mail or facsimile. Following attendance at the information session, forward application, instructions, and checklist to the applicants. Facilitate the receipt, review, approval or disapproval of all applications from prospective providers for persons served by DDA. The incumbent is responsible for performing outreach and education activities for the purpose of recruiting qualified providers that meet the requirements to participate and provide services in the Medicaid Home and Community Based Service waiver program. Perform other duties as assigned.

Collective Bargaining Unit (Union)

This position is in the collective bargaining unit represented by AFGE 383 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 making decisions concerning whether provider applications are complete and possess all the information required to accept the application for further review and processing and ensuring the activities of the Provider Review Committee are fair and objective.

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; an equivalent combination of education and work experience considered. Bachelor's degree preferred.

Work Experience

Experience coordinating, managing and overseeing the provider application process, ensuring that all relevant documentation is on file and the review committee is able to ensure that the proposed application meets all the requirements to approve the establishment of a new facility.