



WEST VIRGINIA
Division of Personnel
1900 Kanawha Blvd. East, Building 3 Suite 500
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:
Health and Human Resources Specialist**

An Equal Opportunity Employer

SALARY:	\$2,694.67 - \$4,985.00 Monthly \$32,336.00 - \$59,820.00 Annually
DEPARTMENT:	DHHR - BMS - BUREAU FOR MEDICAL SERVICES
OPENING DATE:	03/13/23
CLOSING DATE:	03/22/23 11:59 PM
LOCATION OF VACANCY:	KANAWHA
NATURE OF WORK:	

BMS2300036

Under general supervision, this Health and Human Resource Specialist position will be in the Take Me Home (TMH) Unit at the Bureau for Medical Services. This position will serve as the TMH Waiver Eligibility Administrator, to coordinate waiver financial and medical eligibility determinations for individuals transitioning from long-term care facilities to the community, primarily those individuals transitioning to the community through the TMH Transition Program. This position will also be responsible for determining financial eligibility and coordinating with the vendor to determine medical eligibility for individuals participating in the Aged and Disabled/Traumatic Brain Injury Waiver Program, who are transitioning from long-term care facilities to the community. This position will process LTC5 applications for financial eligibility determination, and DHS2 applications for Medicaid eligibility, facilitate the processing of PAS 2000 pre-admission screenings for functional assessment and other related forms. Will verify receipt of required forms in the eligibility tracking system. Completes financial assessments to determine financial eligibility for the waiver program. Will assist in developing and implementing necessary processes, procedures and policies. Communicates with medical eligibility vendor to coordinate the overall process on behalf of the applicant. Position researches and resolves any issues that may arise during the process. Facilitates the processing of the Medical Necessity Evaluation Request Application, which may be submitted by the physician to initiate the process. Communicates financial and medical eligibility determination findings to the TMH Transition Manager and Transition Coordinators working one-on-one with clients in nursing homes regarding the transition and needs for assistance with home modifications, utilities, food stamps, etc., to prepare them for the transition to the community. Assigns the TMH case to the county DHHR Office upon completion of transition to the community. Also ensures proper coding in FACTS/RAPIDS to ensure availability of prescriptions, durable medical equipment, etc. Will perform other related duties as assigned.

Position Number: 0511P06735

Job Location: Kanawha County

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:
[HTTP://WWW.DHHR.WV.GOV/VIP/PAGES/WELCOME.ASPX](http://www.dhhr.wv.gov/vip/pages/welcome.aspx) #DHHRJOBS

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

Training: Bachelor's degree from a regionally accredited college or university.

Substitution: Additional experience as described below may be substituted for the required training on a year-for-year basis.

Experience: Two (2) years full-time, equivalent part-time paid or volunteer experience in a technical or program area that is related to the area of employment.

Substitution: Post-graduate education in a field related to the area of employment may be substituted for the required experience on the basis of fifteen semester hours for one (1) year of experience.

OR

Master's degree in social work from a regionally accredited social work program from a regionally accredited college or university.

Note: Appointment above the entry rate may be made at 5% for each six (6) months of successfully completed work as an intern in a practicum placement with the Department of Health and Human Resources for the Master of Social Work degree.

Special Requirement for the Commission for the Deaf and Hard of Hearing:

Training: Bachelor's degree from a regionally accredited college or university in Interpreting/ASL Linguistics.

OR

Experience: Seven (7) years of full-time or equivalent part-time paid or volunteer interpreting experience on an ongoing basis in educational, legal, medical, vocational and other settings for Deaf, Hard of Hearing or Deaf Blind.

Certification:

- Certified as an interpreter by the Registry of Interpreters for the Deaf (current or valid) Certification of Interpretation (CI) and Certificate of Transliteration (CT).
- Comprehensive Skills Certificate (CSC), or Reverse Skills Certificate (RSC).
- Certified Deaf Interpreter (CDI) or Certified Deaf Interpreter-Provisional (CDI-P).
- Certified by the National Association of the Deaf (Level V only).

OTHER INFORMATION:

PG: 13 \$32,336 - \$59,820

Market Rate: \$52,707

Email applications to Kim.D.Huffman@wv.gov.

Mail to Kim D. Huffman, at 350 Capitol Street, Room 251, Charleston, WV 25301.

Please include posting number **BMS2300036** on application.

Please note: ***Applications of covered state employees, mailed to DOP or completed via DOP's on-line method are not forwarded.***

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.personnel.wv.gov>

Position #BMS2300036

HEALTH AND HUMAN RESOURCES SPECIALIST
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