



West Virginia

Health and Human Resources Program Manager 1

SALARY	\$4,008.17 - \$7,046.50 Monthly \$48,098.00 - \$84,558.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	BMS2500005
DEPARTMENT	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	OPENING DATE	08/26/2024
CLOSING DATE	9/5/2024 11:59 PM Eastern	LOCATION OF VACANCY	KANAWHA

Nature of Work

BMS2500005

PREFERENCE MAY BE GIVEN TO A REGISTERED NURSE

Under general direction, the program manager performs complex administrative and professional work at the advanced level in managing specific areas of assignment including health services, hospitals, CAH (Critical Access Hospitals), FQHC/RHC (Federally Qualified Health Centers/Rural Health Clinics), organ transplants, renal dialysis. A complex level of problem-solving health demands and decisions for the assigned area is required. The individual's ability to persuade or dissuade other on major health policy and program matters is required. The program manager reports to the director. Duties and responsibilities include, but are not limited to, providing planning, policy development, direction, coordination and administration of the operation of the areas of assignment. Enforce agency objectives. Participate in staff development related to areas of assignment. Develop and maintain collaborative efforts among health service agencies. Perform research and analysis of legislative health issues related to the areas of assignment. Performs research and analysis of other states' policies, other insurance policies, and current standards or practice for health issues related to areas of assignment. Performs research and analysis of appropriate coding initiatives related to the areas of assignment. Research best practices to promote health policy that is nationally accepted; writes health policy and provider reimbursement that is congruent with the insurance industry standards. Ability to communicate with medical personnel about medical processes both verbally and in writing. Manages programs with reimbursements of \$235 million. Monitoring and evaluation of health care administration and service deliverables related to the areas of assignment. Assure manuals for areas of assignment are maintained current. Provide policy interpretation to staff, supervisor, public officials and advocacy groups. Assist budget planning. Responds to fax, email, written or telephonic requests from public officials, members and/or other departments and agencies related to areas of assignment within an established timeframe. Other duties as assigned.

Position Number: 0511P03701

Job Location: Kanawha County

DOHS EEOP UTILIZATION REPORT MAY BE FOUND AT:

[#DOHSJOBS](http://www.dhhr.wv.gov/vip/pages/welcome.aspx)

Minimum Qualifications

Training: Master's degree from an accredited college or university in the area of assignment.

Substitution: One year of full-time or equivalent part-time paid experience as described below may substitute for the Master's degree.

Experience: Three years of full-time or equivalent part-time paid professional experience in the area of assignment, one year of which must have been in a program administration capacity.

Substitution: Post-graduate training in the area of assignment may substitute through an established formula for the non-supervisory experience.

Promotional Purposes Only: Eight years of full-time or equivalent part-time paid experience in the area of assignment, one year of which must have been in a program administration capacity.

Areas of Assignment:

Behavioral Health
Community Health
Emergency Medical Services
Environmental Health
General Administration
Health
Health Facilities Licensure and Certification
Health Planning
Health Promotion
Investigation
Legal
Rural Health
Social Services
Volunteer Services

Other Information

PG: 18 \$48,098 - \$84,558

Market Rate: \$75,122

Special hiring rates:

- \$50,250 at Bureau for Medical Services

Email applications to **Bunny.L.Harper@wv.gov**

Mail to Bunny L. Harper, at 350 Capitol Street, Room 251, Charleston, WV 25301.

Please include posting number **BMS2500005** on application.

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

Agency

West Virginia

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Building 3 Suite 500
Charleston, West Virginia, 25305

Phone

(304) 558-3950

Website

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

