



West Virginia
Health and Human Resources Specialist

SALARY	\$3,128.00 - \$5,418.33 Monthly \$37,536.00 - \$65,020.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	BMS2500007
DEPARTMENT	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	OPENING DATE	09/09/2024
CLOSING DATE	9/18/2024 11:59 PM Eastern	LOCATION OF VACANCY	KANAWHA

Nature of Work

BMS2500007

Under general supervision, at the full-performance level, this position is responsible for facility and outpatient based behavioral health services including oversight, monitoring, planning policy development and subject matter expert. Responsibility includes program administration and operational functions necessary to ensure compliance with federal and state policy in a cost effective manner. Oversees all aspects of the statewide program including federal reporting, state reporting, policy development for all Licensed Behavioral Health Services including inpatient and outpatient providers. This position ensures that service delivery, state regulations, and contract deliverables are met and works with and communicates with several contract employees from various agencies. The position will evaluate, develop, and promote improvements to programs and MMIS issues concerning billing codes that impact the programs. Help providers navigate provider enrollment to ensure multiple provider types are enrolled correctly for the service this position is responsible for. Provide direction to Managed Care Organizations to ensure policy requirements are met for services under this position and member questions within 48 hours through the telephone or email. They have the responsibility for development issuance of comprehensive training programs to ensure competency and continued development of skills, knowledge, and abilities relevant to the systems for which she/he is assigned responsibility. Exercises considerable latitude in varying methods and procedures to achieve desired results Performs other duties as required.

Job Location: Kanawha County

Position Number: 0511P03748

 DOHS EEO Utilization Report may be found at: <https://dhhr.wv.gov/vip/Pages/default.aspx>
 #DOHSJOBS

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 \$37,536 - \$65,020

Market Rate: \$57,907

SUBSTITUTION: One (1) year of full-time or equivalent part-time paid experience in the Health and Human Resources series may substitute for the required training and experience.

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 **BMS2500007** 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

Address

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Charleston, West Virginia, 25305

Phone

Website

(304) 558-3950

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