



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	BMS2500011
DEPARTMENT	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	OPENING DATE	11/07/2024
CLOSING DATE	11/16/2024 11:59 PM Eastern	LOCATION OF VACANCY	KANAWHA

Nature of Work

BMS2500011

This position is responsible for program administration and operational functions necessary to ensure compliance with state and federal policies and regulations in an efficient and cost-effective manner. Responsible for monitoring all aspects of the grant monies awarded by the American Rescue Plan Act (ARPA) of September 2021 to any Home and Community Based Services (HCBS) program of the West Virginia Bureau of Medical Services. Will have oversight of the monies awarded, final products developed, and work staff that monitors all aspects of contracts and grants, including federal reporting to the Centers for Medicare and Medicaid Services, data policy clarification and guidance for the Medicaid Managed Care Organizations(MCO), and approval of all educational materials provided to the Waiver Program Managers for educating their providers of the product and services available through vendors. Provides directions and education to all HCBS providers and any MCOs to ensure the data they receive is also reviewed and trends are identified and reported. Develops quality measures and report requests for each program that is shared internally and externally. Monitors the Electronic Visit Verification (EVV) contract and vendor to ensure that providers are using the system properly, reviews reports to identify trends and compliance with the system, and to discover possible Medicaid fraud, and reports suspicions to the proper authorities. Monitors the WV Incident Management System (WVIMS) contract to ensure that service delivery, state regulations, and contract deliverables are met. Represents the agency at various local, state, and federal venues as an agency expert on the ARPA funds, Electronic Visit Verification, and WVIMS. Supervises two Health and Human Resources Specialists and will develop a policy manual for the future online HCBS case management system. Other duties as assigned.

Job Location: Kanawha County

Position Number: 0511P06363

DOHS 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) #DOHSJOBS

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 BMS2500011 on application.

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

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Agency

West Virginia

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Charleston, West Virginia, 25305

Website

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