



**West Virginia**  
**Health and Human Resources Specialist**

<b>SALARY</b>	\$3,128.00 - \$5,418.33 Monthly \$37,536.00 - \$65,020.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	BMS2500012
<b>DEPARTMENT</b>	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	<b>OPENING DATE</b>	12/02/2024
<b>CLOSING DATE</b>	12/11/2024 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

**Nature of Work**

BMS2500012

Under limited supervision, employee manages day-to-day operations for the Office of Professional Services, BMS. Provides technical assistance and consultation to policy changes and updates. Assures compliance with federal, state and local regulations governing the program. Develops and delivers training programs related to assigned program or component. Monitors and evaluated the operation of the assigned program or program component. Work may be performed independently and/or in conjunction with other staff. Will work as liaison with other departments and on website updates. Will back up other members of the office during peak times or during staff absences. Performs related work as required.

Job Location: Kanawha County

Position Number: 0511P03767

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DOHS EEOP Utilization Report may be found at: <https://dhr.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](mailto:Bunny.L.Harper@wv.gov)

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

Please include posting number **BMS2500012** 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

**Address**

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

**Phone**

(304) 558-3950

**Website**

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