



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>	BMS2500024
<b>DEPARTMENT</b>	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	<b>OPENING DATE</b>	04/16/2025
<b>CLOSING DATE</b>	4/25/2025 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

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### Nature of Work

BMS2500024

Under general supervision, this position will have administrative oversight for BMS staff in order to meet the goals and objectives for the statewide Medicaid Program in the area of Home and Community Based Services (HCBS) grants and contracts. This position consults with the Bureau's Commissioner, Deputy Commissioner and other key staff in managing projects and priorities including writing and editing informational materials and/or policies and procedures manuals. Under the guidance of the director, this position will be responsible for the coordination, development and management of work plans and project management tools of all special projects for the bureau. This includes the coordination of meetings, agendas as well as the facilitation of meeting and keeping activity logs updated and available to all project members.

Consults with BMS staff and stakeholders on projects, serves as the lead specialist for project staff members on the bureaus various initiatives and assists the program manager in tracking priorities and activities. They will also take an active role in the expansion of initiatives and assist the director with committees. Duties will include researching long-term systems in other states, developing committee materials and assisting in the facilitation of committee meetings. Performs other duties as assigned.

Position #: 0511P03731

County: Kanawha

## **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

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 BMS2500024 on the 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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### Employer

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>