



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>	BMS2500023
<b>DEPARTMENT</b>	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	<b>OPENING DATE</b>	04/28/2025
<b>CLOSING DATE</b>	5/7/2025 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

### Nature of Work

#### **BMS2500023**

**Department of Human Services (DoHS)/ Bureau for Medical Services (BMS)/ Kanawha Co** - Under general supervision, this position performs work at the full-performance level by developing the statewide Request for Application (RFA) program, as well as associated policy and procedures based on standards and regulation, administrative oversight of and complex technical assistance within the DoHS. This position will support managed care operation activities such as contract compliance, contract reporting, managed care enrollment data, attending managed care related meetings. This position will work closely with the behavioral health component of managed care. They assure compliance with federal, state, and local regulations governing the RFA program. The position is based on the new WV State Legislative requirements that implement and monitor the (RFA) program for Medicaid Managed Care Organizations. This position will oversee the application process, onboarding and oversight of compliance with becoming an approved managed care company for DoHS. They will conduct and develop RFA training to interested MCOs. They will also provide guidance on RFA completion by linking MCOs to the Office of Insurance Commission, Enrollment Brokers, External Quality Review Organizations, National Committee for Quality Assurance (NCQA) standards/requirements and BMS Contract implementation. The position provides direct oversight and reviews MCO contracts and reporting to ensure compliance. This position will oversee and coordinate the Network Adequacy process and approval for each MCO providing services through BMS. They will exercise considerable latitude in determining approaches to problem solving. This position will support managed care operation activities such as contract compliance, contract reporting, managed care enrollment data, attending managed care related meetings. This position will work closely with the behavioral health component of managed care. Work may be performed independently and/or in conjunction with other program or technical area staff. Performs other work as required.

PN: 0511P04555 / 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."

**This job posting is ONLY for current and former eligible state employees to apply.** If you are NOT a current or former state employee, please visit our website, <https://personnel.wv.gov/Pages/default.aspx>, to view and apply online for job titles opened to receive applications from the public.

Do you qualify to apply internally? Please copy and paste this link into your browser, [https://personnel.wv.gov/job\\_seekers/Pages/vacancies.aspx](https://personnel.wv.gov/job_seekers/Pages/vacancies.aspx), view the guidelines to confirm your eligibility. You will also find links to the fillable PDF internal application (for use by internal applicants ONLY), instructions on printing your online account application (if you have one, it is not needed), and the internal job posting page.

Internal applications MUST be submitted directly to the contact person listed below by email or standard U.S. mail.

Email applications to: [Bunny.L.Harper@wv.gov](mailto:Bunny.L.Harper@wv.gov)

Mail to: Bunny L Harper at 350 Capitol St, Room 251, Charleston, WV 25301

Please include posting number BMS2500023 on the application.

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

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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>