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| **The Department of Health and Social Services, Division of Senior and Disabilities Services is recruiting for a Medical Assistance Administrator I.**  The Medical Assistance Administrator I position serves as a key contact for certification processes with current and prospective Medicaid and Home and Community Based Waiver providers.   This position reviews applications to determine compliance with standards for provider certification and approves or denies applications.   This position provides initial and on-going monitoring of provider compliance with certification requirements, providing technical assistance as needed and refers inappropriate service provisions and/or non-compliance with Federal and State laws and regulations to the appropriate partner entities.  **This position will be responsible for:**   * Evaluation of Medicaid Provider Certification Applications * Communication and technical assistance with providers * Provider Database maintenance * Referring compliance and quality issues to the appropriate entities for remediation and/or corrective action * Participation in continuous quality improvement processes * Coordination with other State entities when necessary * Support the denial of applications throughout the appeals process when necessary * Other duties as assigned   **The ideal candidate will possess the following Knowledge, Abilities, and Experience. Please document these qualities in your applicant cover letter.**   * Experience with and/or a close familiarity with Medicaid and Waiver programs and systems, or similar health care services and delivery systems * Demonstrated ability to analyze data, facts or other information, draw logical evidence-based conclusions, and organize and present the information effectively. * Experience working with databases, filing systems and other quality assurance processes or systems. * Experience providing technical assistance and/or education with a sound ability to communicate effectively with a variety of stakeholders, both verbally and in writing * Some knowledge and/or familiarity with State of AK regulations, policies and terminology related to Medicaid and Home and Community Based Waiver programs * Ability to adapt to a rapidly changing work environment with professionalism and positivity * Ability to handle routine assignments and a high volume workload with little supervision. |
| **Minimum Qualifications:** |
| A Bachelor's degree or the equivalent from an accredited college in public health, health sciences, health education, nursing, medical social work, health services administration, public administration, business administration or a closely related field. **AND** Two years of technical/paraprofessional level experience working with health care practices, services, delivery systems, terminology, financing, business practices and operations; or medical/public assistance programs and eligibility requirements; or health care claims evaluation and processing.  **Substitution:** Additional technical/paraprofessional experience working with health care practices, services, delivery systems, terminology, financing, business practices and operations; or medical/public assistance program and eligibility requirements; or health care evaluation and processing may substitute for the education on a year-for-year basis.  **Special Note:** Qualifying experience at each level in this series which would provide the needed knowledge of health care and medical assistance services, programs, delivery systems and/or business practices, terminology, operations, financing, etc. may be gained in a variety of situations under numerous working titles.  Examples of such work experience would include any health care professional; health insurance claims processing supervisor or investigator; health educator, researcher or planner; and positions which determine and interpret health insurance policy coverage. Within the State of Alaska, job classes to consider would include Eligibility Technician II, Eligibility Quality Control Technician I, Public Assistance Analyst I, Health Program Associate, Health Program Manager I or Health and Social Services Planner I.  Some positions may require specialized training and background, such as a Registered Nurse. |