

# MEDICAID PROGRAM SPECIALIST

## DEFINITION

Under direction of the Adult Community Services Manager, monitors and coordinates implementation of all Federal Waiver programs, State Medical Assistance (MA) programs, the State Community Options (COP) program and other programs or client specific revenue sources for programs involving service to populations who are developmentally disabled, mentally handicapped, alcohol and/or other drug involved, sensory impaired, physically disabled or the frail elderly. Recommends policy for the Adult Community Services Division regarding the administration of specific funding sources and enforces standard implementation of policy. Provides case consultation and responds to funding issues across systems. Performs related work as required.

## EXAMPLES OF DUTIES

Review and analyze policy related to federal waiver, state MA programs, the COP program and other specialized funding sources, including proposed legislation; make recommendations regarding division participation in programs, analyze fiscal impact, etc.; standardize and implement procedures for utilization and reporting of specialized funding sources; supervise the preparation of waiver related reporting for the state; assure appropriate financial and clinical recordkeeping of program participants for clinical and audit review purposes; prepare responses to state audit issues; develop and monitor annual COP plan; provide training to staff and purchased services regarding policy changes and reporting requirements; provide case consultation across systems and recommend funding responses; manage fiscal agent contract for attendant care payment; initiate and monitor quality improvement efforts; implement program quality assurance; provide assistance with grant development related to specialized funding; prepare regular reports for statutory boards and standing committees for the County Board regarding Federal Waiver, State Medical Assistance, COP program and other specialized funding.

## EMPLOYMENT STANDARDS

Education and Experience: A master's degree from an accredited college or university in a human services, business administration, public administration or related field and three years experience in a professional and/or administrative capacity working with a community services agency providing for the long term support needs of one or more client groups identified in the above Definition section. Prefer experience that demonstrates knowledge of Federal Waiver, State Medical Assistance and State Community Options programs.

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Knowledges and Abilities: Knowledge of state laws and guidelines relative to program services; knowledge of administrative and budgetary management principles; ability to analyze and compile information and to prepare reports; ability to communicate effectively with a diverse group of persons; knowledge of Dane County human services programs, including long term support needs of persons with disabilities.

Special Requirements: Possession of or eligibility for a valid Wisconsin driver's license and access to personal transportation.

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