



Long-Term Care Specialist

SALARY INFO:

Salary Range: \$53,310.72 - \$72,677.24

Pay Grade: M

AGENCY SUMMARY:

The Georgia Department of Community Health (DCH) is one of Georgia's four health agencies serving the state's growing population of almost 10 million people. DCH serves as the lead agency for Medicaid, oversees the State Health Benefit Plan (SHBP), and includes Healthcare Facility Regulation, impacting one in four Georgians. Through effective planning, purchasing and oversight, DCH provides access to affordable, quality health care to millions of Georgians, including some of the state's most vulnerable and under-served populations. Six enterprise offices support the work of the agency's four program divisions. DCH employees are based in Atlanta, Cordele and across the state.

JOB SUMMARY:

DCH is seeking qualified candidates for a **Long-Term Care Specialist** Position in the Service and Delivery Unit of the **Medical Assistance Plans Division**. This is a hybrid position that requires in-office and remote work with the approval of your supervisor. Your days of frequency in the office can change at any time during your employment based on the business needs of the organization.

Under general supervision, this role will function as a key point of contact for waiver programs; have ongoing responsibility to ensure efficient and compliant administration of the programs; provide technical support and guidance for implementation of program changes as needed; and promote a compliance culture of accountability across case management agencies and CMOs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Interprets program standards and procedures.
2. Educates and provides guidance to stakeholders.
3. Facilitates and coordinates meetings with stakeholders to review program rules, policy changes or revisions.
4. Reviews performance and other program requirements.
5. Monitors program operation; identifies gaps in compliance; initiates remediations; and recommends and tracks corrective action plans.
6. Supports performance and reporting by creating a reporting format; determining performance metric/data; ensuring timely submission of reports to DCH; analyzing data and utilizing evaluative techniques to identify successes and needs.
7. Develops standard operating procedures and recommends and implements process improvements.
8. Supports Long Term Care Manager by providing the necessary oversight for the waiver team.
9. Performs other duties as assigned.



MINIMUM QUALIFICATIONS:

- High school diploma/GED **AND** five (5) years of job-related experience,
OR
- Associate degree in a related field from an accredited college or university **AND** four (4) years of job-related experience,
OR
- four (4) years of related professional experience
OR
- two (2) years of experience required at the lower level Compliance Specialist 2 (RCP061) or position equivalent.

Note 1: Some positions may require a certification or licensure.

Note 2: Some positions may require a valid driver's license.

PREFERRED QUALIFICATIONS:

Preference will be given to candidates who, in addition to meeting the minimum qualifications, demonstrate some or all of the following skills /experience.

- Clinical or programmatic experience working with long term care service.
- Working knowledge of compliance, ethics, federal or state programs.
- Experience within Medicaid programs which includes provider relations.
- Monitoring of Medicaid waiver programs.
- Knowledge of managed care and fee-for-service delivery models.
- Prior work experience with HHS/CMS.
- Advanced degree in health-related, healthcare administration or business-related field.
- Strong background in Healthcare, Public Administration or another related field; or experience with policy interpretation and implementation.