



PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

www.perrydd.org

David C. Couch, Superintendent

JOB POSTING

Internal and External Posting

POSITION:

MEDICAID SERVICES MANAGER

SUPERVISOR:

FINANCE DIRECTOR

REQUIREMENTS/QUALIFICATIONS:

- Bachelor's degree required, preferably in the fields of Business Administration, Public Administration, Social Services, or related field.
- Demonstrated leadership with a minimum of 2 years supervisory experience
- Minimum of 3 years' experience with Medicaid systems, preferably in the area of developmental disabilities waiver administration
- Current and valid Ohio driver's license with own transportation and acceptable driver's abstract in order to meet criteria for insurability

KNOWLEDGE/SKILLS/ABILITIES:

- Requires proficient knowledge and regular use of multiple information system
- Ability to maintain confidentiality of records, information and program matters
- Medicaid services applicable to the developmental disabilities field as well as applicable agency, state and federal statutes, rules, policies, regulations and/or procedures
- Knowledge of Microsoft Office products, including proficient knowledge of Excel and Word
- Skills in human relations and establishing rapport with service providers and Service & Support Administrators
- Skills in oral and written communication, including documentation, training, public speaking, and sensitive situations
- Ability to collect data, establish fact and draw conclusions
- Ability to read, analyze, and interpret complex documents, professional journals, technical directions, and government regulations

STATUS/SALARY:

- Position is classified, non-exempt; contract salary that is commensurate with education and experience

LOCATION:

5720 State Route 345 NE, New Lexington, OH

SCHEDULE:

Flexible working hours; but routinely work 40 or more hours per week, Monday-Friday. Schedule may include work after normal business hours.

APPLICATION PROCESS: Call 740-342-3542 or email j.stroup@perrydd.org to request the PCBDD *Employment Application* form. Forward applications and/or resumes to Human Resources Director, Jessica Stroup via mail: 5720 State Route 345 NE, New Lexington (*please note change of location*); email: j.stroup@perrydd.org; or fax: 740-342-1081.

Interviews will be scheduled only for those candidates who best meet the above requirements.

POSTING EFFECTIVE DATE: Monday, October 29, 2018

POSTING REMOVAL DATE: Monday, November 12, 2018

Administration
Office
5720 State Route
345 NE
New Lexington, OH
43764
(P) 740-342-3542
(F) 740-342-1081

Service & Support
Administration
445 West Broadway
Street Suite C
New Lexington, OH
43764
(P) 740-342-0416
(F) 740-342-5568

Children's Program
128 South Main
Street
New Lexington, OH
43764
(P) 740-342-7722
(F) 740-342-0418