

Job Title	Program Specialist
Employer/ Agency	Child & Adolescent Services, Health & Human Services
Job Description	<p>Program Specialist V works under the general direction of the YES Waiver Manager or designee with considerable latitude for use of initiative and independent judgment. Specialist functions as part of a team of staff specifically designated to work on oversight and management of Medicaid 1915(c) program, called Youth Empowerment Services (YES). The YES program is designed to allow the provision of alternative community based services to avert hospitalizations.</p> <p>Specialist will perform advanced (senior-level) consultative services and technical assistance work that involves working with community based waiver providers. Duties may include: program education for potential providers, technical assistance for program providers, clinical oversight, service delivery oversight, quality management activities, data analysis, and program evaluation.</p> <p>Specialist will work closely with the mental health providers contracted to provide waiver program services to resolve problems and discuss program effectiveness, and the Texas Health and Human Services (HHSC) and Centers for Medicare and Medicaid Services (CMS) to ensure compliance with the waiver and contract requirements.</p> <p>Essential Job Functions: Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.</p> <ol style="list-style-type: none"> 1. Reviews submission of program eligibility documents, CEs, and IPCs, in CMBHS. Communicates issues, discrepancies, and errors orally and in writing, to YES providers to ensure Waiver policies and procedures are being adhered to in accordance with CMS requirements. (65%) 2. Reviews and processes flexible funding requests submitted by providers and ensures that requirements are met, responses are provided timely, and tracking of each request is documented. (10%) 3. Develops trainings and guidance for providers to support best practice recommendations and data entry in CMBHS, YES flexible funding requests, and other areas relevant to the enrollment and eligibility role. (5%) 4. Participates in and represents the program in fair hearings, prepares evidence packets and coordinates meetings with providers and HHSC legal, as needed. Also represents YES Waiver in internal work groups. (8%) 5. Demonstrates knowledge and competency of 1915(c) Medicaid waivers, state and federal laws and regulations governing the Medicaid program, Medicaid claims payment models (managed care, fee for service, waivers, etc). (7%)

	6. Ensures that there is continuous quality monitoring and tracking in place to ensure that identified problems are acted upon and resolved promptly. Informs Manager when course correction is required and when program or program provider is not achieving goals or objectives. (5%)
Qualifications	<p>Knowledge of local, state, and federal laws related to the program area; of public administration and management techniques; of statistical analysis processes; and of program planning and implementation.</p> <p>2. Knowledge of Texas public mental health system, and of DSHS Texas Resilience and Recover (TRR) program.</p> <p>3. Knowledge of, and experience with children's mental health issues, and treatment modalities specific to children/youth.</p> <p>4. Knowledge of Medicaid rules and regulations.</p> <p>5. Ability to function effectively in a fast paced environment, to oversee/manage multiple complex projects simultaneously, and to meet deadlines.</p> <p>6. Ability to exercise initiative and independent judgment.</p> <p>7. Ability to analyze data for completeness and accuracy and to resolve issues promptly.</p> <p>8. Ability to interact with multiple, diverse stakeholder groups.</p> <p>9. Ability to maintain regular work hours.</p> <p>10. Ability to effectively communicate orally and in writing.</p> <p>11. Responsible for reading and reviewing of technical documents.</p> <p>Licensed Practitioner of the Healing Arts (LPHA) in accordance with Texas Administrative Code §412.303 MENTAL HEALTH COMMUNITY SERVICES STANDARDS, Subchapter G required.</p>
Salary/Hours	Full Time, \$4,023.16 - \$6,579.41
Employer/Agency	Child & Adolescent Services, Health & Human Services
City, State, Zip	Austin, TX
Application Method	To apply go HERE .
Opening Date	Closing Date: 3/24/21

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