

Hanover County Government
Community Services Board
Waiver Management System Specialist
Salary: \$54,843.00 - \$74,038.00 Annually

General Description: This is a professional position responsible for performing complex tasks in providing technical and analytical support for developmental disability services. The incumbent assists the support coordination team in meeting requirements related to waiver services, operations, and community resources.

Organization: The Waiver Management System Specialist position is part of the Developmental Services Division within Hanover County Community Service Board. The position reports to the Program Coordinator for Support Coordination and supervises no staff.

Essential Functions:

- Conducts, prepares, and completes reports and assessments in the state of Virginia's waiver management system (WaMS).
- Develops and maintains a system to ensure all VIDES are entered within 365-day time period and that the correct VIDES is completed.
- Monitors that the person-centered reviews/quarterlies are uploaded into the WaMS system and ensures this documentation is also uploaded into Credible.
- Acts as the agency Supports Intensity Scale (SIS) Administrator and ensures this documentation is uploaded into Credible and the WaMS system.
- Maintains the WaMS manual and updates as process changes.
- Monitors, reviews, and updates all PCP plans and schedules from providers and support coordinators and ensures this documentation is uploaded into WaMS and Credible.
- Reviews the Service Authorizations (SA) for requested services and follows up on any discrepancies and those in a pending status .
- Assists with gathering data/information from the WaMS system for audits.
- Reviews and analyzes the WaMS data/information and collaborates with staff to ensure errors are corrected and requirements are met.
- Assists staff in ensuring a person-centered approach when developing individualized service plans (ISP); communicates possible changes to the plan that may better meet the needs of the individual served.
- Reviews and conveys assessment related information for the ISP, and ensures risk mitigation is addressed and any other identifying support needs are include in the plan.
- Manages the Assistive Technology and Environmental Modification service authorization submissions and related processes within the state's WaMS system.
- Remains updated on and aware of expectations set forth through DBHDS, DMAS, Department of Justice and Licensure.
- Communicates with staff and with community partners in a professional manner to provide the necessary information.
- Develops and maintains good working relationships with community partners and other resources to ensure effective coordination of services.
- Performs related duties as assigned.

Working Conditions:

A. Hazards

Customers – May have contact with children, adults and families with challenging behaviors and in difficult situations.
Conditions – Position limited to county offices – clean and safe.

B. Environment
Office

C. Physical Effort
Minimal

D. Exempt

Knowledge, Skills and Abilities:

Requires knowledge of definition and causes of intellectual and developmental disability (DD) and best practices in supporting individuals who have such a disability; knowledge of Medicaid and Department of Behavioral Health and Developmental Services policies and regulatory guidelines; person-centered services; Department of Justice

Settlement Agreement; and licensure regulations. Comprehensive knowledge of DD Waiver Services and DD Waiver Wait List regulations. Must be familiar with methods and theories of evaluation for developmental disabilities and implementation of service plans. Must have experience with entering information into database systems, with preference given for experience working in WaMS, including prior authorizations, billing, and following through on pending service authorizations transactions. Must be able to communicate effectively and mediate as necessary with providers, both orally and in writing. Must have strong computer skills and ability to work within an electronic health record. Must be able to collect, evaluate and summarize data and record information effectively. Must be able to work and make judgments independently, as well as function as part of a team.

Education, Experience and Training: Bachelor's degree required in a human service-related field with at least five (5) years of related work experience, master's degree is preferred within the human service field – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Designation as a Qualified Developmental Disabilities Professional (QDDP) or Qualified Mental Health Professional (QMHP) preferred.

Special Conditions:

- Criminal Records Check, including fingerprinting.
- Valid Commonwealth of Virginia Driver's License
- TB test (within 30 days of employment)
- CPS (Child Protective Services) Check
- Twelve-month probationary period
- May work beyond normal work schedule.

For more information and to apply, please visit www.hanovercountyjobs.com