CATHOLIC SOCIAL SERVICES
JOB DESCRIPTION

TITLE: Project Manager/Medicaid Specialist

PROGRAM: Admin

SUPERVISED BY: Chief Program Officer

STATUS: Full-time/hourly/non-exempt

UPDATED: 10/05/2020

JOB SUMMARY: The Project Manager researches, implements and manages developing agency projects. Project management responsibilities include the coordination and completion of projects on time within budget and within scope. Oversee all aspects of projects. Set deadlines, assign responsibilities and monitor and summarize progress of project. Prepare reports for upper management regarding status of project. This position will be responsible for implementing the Medicaid 1115 waiver across all applicable programs within the agency.

QUALIFICATIONS:

Requirements:
- Ability to understand and interpret regulatory language.
- Knowledge of Medicaid billing and compliance, preferably with the 1115 waiver.
- Proven working experience in project management
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office
- Ability to maintain program/guest/agency confidentiality.
- Ability to treat all people with dignity and respect.
- Ability to work independently and as a team.

Education and Experience:
- Bachelor’s degree in business or a related field. Two years of experience with Medicaid billing and compliance.

Responsibilities:

Medicaid:
- Develop and implement the necessary infrastructure essential to the administration of the Medicaid 1115 waiver across all applicable programs within the agency.
- Create policies and procedures that comply with governing regulatory requirements.
- Work with the Department of Health and Social Services (DHSS) to ensure adherence to all Medicaid rules and regulations.
- Train staff and conduct in-house workshops and training on all aspects of the waiver.
• Stay abreast of federal and local policy and procedures, rules, regulations or unusual complexities of the waiver program
• Provide supervision and oversight to assigned staff ensuring appropriate consideration for eligibility, Medicaid recertification, service identification, and availability of funding for approved services.

**Project Management:**

• Develop and implement new agency projects as assigned.
• Create detailed project plan to monitor and track progress.
• Coordinate internal resources and third parties/vendors for the flawless execution of projects.
• Ensure that all projects are delivered on-time, within scope and within budget.
• Assist in the definition of project scope and objectives, involving all relevant stakeholders.
• Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
• Measure project performance using appropriate tools and techniques.
• Create and maintain comprehensive project documentation.
• Report and escalate to management as needed.
• Other duties as assigned.

**Physical Requirements:** Ability to lift 25 lbs.

**Training Requirements:** Agency and department orientation; First aid/CPR; de-escalation techniques; blood borne pathogens and any other updated training, as required. Attend all staff meetings and inservice training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: ________________________________ Date: ____________

Supervisor Signature: ______________________________ Date: ____________