

Job Title: Assistant Director, Managed Long-Term Services & Supports – Quality & Administration

Summary: Under general supervision of the Director of Managed Long-Term Services & Supports – Quality & Administration.

Distinguishing Features: An employee in this position will support the Director of Managed Long-Term Services & Supports – Quality & Administration in launching and managing contracts and grants that support the managed long term services and supports (MLTSS) programs in Tennessee. Specifically, the Assistant Director will be tasked with supporting the Director with the following responsibilities: acting as the Project Manager for the Money Follows the Person (MFP) grant and overseeing existing contracts with the entity that serves as the Single Point of Entry (SPOE) for the CHOICES program and the Fiscal Employer Agent (FEA) for the state's Consumer Direction programs. (The State classification for this position is an ASA 5)

Primary Roles and Responsibilities:

- Serve as Project Manager and primary contact for the state's MFP grant, which includes ensuring compliance with federal requirements and semi-annual reporting, acting as the state's representative on regular national calls and during meetings, and presenting information to stakeholders about Tennessee's MFP program.
- Lead the day to day management of the FEA and SPOE contracts, which includes regular communication with contractors, review of all contract deliverables, and other activities related to contract management, which includes providing technical assistance to contractors about the MLTSS program, as necessary.
- Assist with the development and implementation of related policies, procedures and protocols.
- Conduct regular review of program rules and regulations and make suggestions for changes/improvements to the FEA and SPOE contracts, as well as research practices in other states and maintain expertise in national best practices related to MLTSS programs.
- Assist program Directors in working with and maintaining contact with stakeholder groups.
- Other special projects as assigned.

Minimum Qualifications:

Education and Experience:

- Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of professional level experience. Experience interpreting policy or procedural provisions for a TennCare, Medicaid, or other related health insurance organization is preferred.
- Experience with program management
- Excellent written and oral communication skills

Special Requirements:

- Experience in contract management.
- Experience working in or with Medicaid or disability related programs.
- Strong work ethic and self-motivated with ability to work well on a team.
- Organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines.

- Ability to adapt to changing priorities and deadlines.

Qualified candidates should send their resume to Vicki.Oberg@tn.gov