

Managerial Position Available

COMPANY NAME: Coalition for Hispanic Family Services

JOB TITLE: Medicaid Managed Care Administrator

REPORTING RELATIONSHIP: Deputy Executive Director

LOCATION: 315 Wyckoff Avenue
Brooklyn, New York 11237

DATE AVAILABLE: Currently Available

About Coalition for Hispanic Family Services (CHFS): CHFS is a community- based, family-focused organization of color providing an array of services to children and families in North Brooklyn and Western Queens. For over 30 years CHFS has worked with vulnerable populations that include children in foster care, seriously emotionally disturbed children and youth and families at risk of abuse and neglect. The provision of accessible, high-quality health and mental health services to these vulnerable populations is central to our holistic approach of strengthening families in a culturally competent manner.

Position Overview: The Medicaid Managed Care Services Administrator will oversee the administrative operations and transition of several Medicaid fee for service programs to programs under contract with Medicaid MCO's. These programs include Article 29i, Article 31 and CFTSS programs. The administrator works in collaboration with clinical and billing staff and serves as the primary contact for Medicaid Managed Care Plans for the coordination of foster care health services (Article 29i) and mental health services (Article 31 and CFTSS) within the organization.

The administrator is a highly responsible individual with considerable experience in Medicaid managed care contracting. This is an excellent opportunity for a hard-working, motivated, detail-oriented individual who understands the importance of completing tasks accurately and timely. The administrator must be a highly organized leader with excellent interpersonal skills who possesses a high level of energy and innovation. In addition, this individual must have excellent writing skills. Must be able to accomplish a broad range of tasks simultaneously with strong attention to deliverable timeliness. Responsibilities include but are not limited to, report preparation, supervision, staff development, knowledge of regulatory

compliance. In addition, this position is responsible for collaboration with staff in the three programs as well as finance, to insure that accurate and timely implementation of contracts occurs.

Duties:

- Oversee process of contracting with managed care organizations and compliance with credentialing requirements.
- Coordinate and complete contract amendments as needed, within regulatory and plan mandated timeframes.
- Ensure agreements are in compliance with regulatory requirements and are implemented efficiently, accurately and timely.
- Develop, implement and maintain contracting policies and procedures.
- Negotiate MCO agreement language and rates and secure agency approval.
- Participate and/or oversee specific projects and annual business plan.
- Prepare progress reports and analyses as required for discussion with senior leadership.
- Resolve contract related issues with participating providers and communicate with providers as needed.
- Serve as lead CHFS representative with Medicaid Managed Care plans regarding enrollment/disenrollment, utilization review, billing/claims for children in foster care.
- Represent CHFS at meetings pertaining to Medicaid managed care transition for foster care, MCO contracting, billing or services.
- Ensure contracting workflows are followed; working to improve efficiencies in the process and coordinate to implement these changes.
- Collaborate on Electronic Health Record (EHR) design and implementation.
- Train and support staff handling MC eligibility, authorizations.
- Serve on CHFS management team for health and mental health services.
- Other duties as assigned.

Qualifications:

Minimum Qualifications

- Bachelor's degree in Business Administration, healthcare, legal studies or related field with five or more years of experience in a health care environment. Or Associates Degree in business administration with ten or more years' experience in a health care environment.
- Knowledge/experience in contracting, reimbursement, network or provider services, in a Medicaid MCO environment.
- Knowledge of business administration principles, management techniques and the ability to direct and supervise personnel.
- Demonstrated management and leadership experience with successful experience building and maintaining effective working relationships with a wide range of individuals.
- Excellent written and verbal communication skills
- Strong proficiency with Microsoft office suite and web applications.
- Strong time management and organizational skills; an obsessive attention to detail and follow-through.
- Proven analytical and problem-solving skills.
- Ability to thrive in a fast-paced environment; flexible to ongoing change.

Salary Range: 65,000 – 75,000

To apply for this position please send your cover letter and resume to kotinkorang@hispanicfamilyservicesny.org

Coalition for Hispanic Family Services is an Equal Opportunity Employer committed to diversity in the workplace and leadership opportunities for people of color.