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REHABILITATION SERVICES MANAGER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS  
DIVISION OF REHABILITATION SERVICES  
QUALITY ASSURANCE UNIT  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER SUPERVISION OF THE ASSISTANT DIRECTOR, FIELD SERVICES, THIS POSITION PERFORMS COMPLEX ADMINISTRATIVE, MANAGERIAL AND SUPERVISORY WORK WITH RESPONSIBILITY FOR THE OVERSIGHT OF THE QUALITY ASSURANCE/POLICY DEVELOPMENT UNIT. DEVELOP, MANAGE, IMPLEMENT AND MONITOR STATEWIDE QUALITY ASSURANCE PROGRAMMING FOR THE DIVISION OF REHABILITATION SERVICES. PLAN, COORDINATE, AND DIRECT THE WORK ACTIVITIES OF NINE PROFESSIONAL AND TECHNICAL STAFF TO ASSURE THE EFFECTIVE IMPLEMENTATION OF THE STATEWIDE QUALITY ASSURANCE PROGRAM, THE CLIENT SERVICE POLICY, THE ELECTRONIC CASE MANAGEMENT SYSTEM (IECM), THE FISCAL MANAGEMENT SYSTEM (CAPTS), AND THE COMPREHENSIVE REIMBURSEMENT RATE FOR CLIENT SERVICES (FEE SCHEDULE). REVIEW CASEWORK INFORMATION, PROCESS STRATEGIES AND DATA MANAGEMENT INFORMATION. DEVELOP POLICIES, BEST PRACTICES/PROCEDURES AND IMPLEMENT TRAINING FOR STAFF STATEWIDE. OVERSEE AND DIRECT THE DEVELOPMENT AND THE IMPLEMENTATION OF STATEWIDE CLIENT SERVICE POLICY. REVIEW AND DEVELOP POLICY IN COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS. MAINTAIN OVERSIGHT OF THE CASEWORK ASPECT OF THE STATEWIDE IECM AND CAPS. MAINTAIN RELATIONSHIP AND KNOWLEDGE AT FEDERAL LEVEL CONCERNING CPT, HCPCS, AND DRG CHANGES AND IMPLEMENTATION. EXTENSIVE TRAVEL WILL BE REQUIRED WITH THIS POSITION, TO AND FROM THE STATE OFFICE, THUS A VALID DRIVER'S LICENSE IS REQUIRED. OFFICE LOCATION IS FLEXIBLE WITH 3 DAYS A WEEK ONSITE AT THE ADMINISTRATIVE STATE OFFICE, CHARLESTON, WV

REQUIREMENTS: TRAINING: MASTER'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY.  
SUBSTITUTION: EXPERIENCE LISTED BELOW MAY BE

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SUBSTITUTED FOR THE GRADUATE TRAINING ON A  
YEAR-FOR-YEAR BASIS.  
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID PROFESSIONAL EXPERIENCE IN  
VOCATIONAL REHABILITATION, INCLUDING TWO YEARS IN  
AN ADMINISTRATIVE OR SUPERVISORY CAPACITY.

SALARY: PAY GRADE 020 \$41,736.00 - \$77,220.00

DEADLINE: OCTOBER 01, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
MR. AARON JOHNSON  
REHAB SERVICES 107 CAPITOL STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17037 ON APPLICATION