



ALTCEW JOB POSTING | 5/5/22

Position Title: Contracts Monitor II

Department: Case Management

This is a unique opportunity to be involved in a progressive and positive work environment where employee engagement is fostered throughout the employee experience. The individual chosen has a great opportunity to learn and grow professionally, in our rapidly growing agency.

Our Mission: As an Area Agency on Aging we promote well-being, independence, dignity, and choice for older persons and all individuals needing long-term care in our five-county area.

Benefits and Well-Being: This position is full time at 37.5 hours per week. We provide a hybrid (remote and in-office) work environment. We offer a wide variety of benefits including medical, dental, vision, long-term disability and life insurance. Generous paid vacation and sick leave, 12 paid holidays, 3 self-care days, Washington Department of Retirement Systems pension/retirement plan and FSA accounts and an Employ Assistance Program.

Our Culture: Our agency possesses a positive, welcoming environment. We provide a variety of wellness services, foster employee engagement through peer recognition and regular staff social activities, and pursue diversity initiatives. Our employee assistance programs foster health and well-being. Employees are regularly offered opportunities to socialize together, and volunteer in the community.

Position Overview:

This position is lead in compliance monitoring and technical assistance for Title XIX contracted Home Care Agencies, Adult Day Service providers, and Medicaid Transformation Demonstration providers. This position performs assigned duties in contract management, contractor compliance assessment, and data tracking and reporting. The position is responsible for performing essential functions and responsibilities necessary to monitor service performance and quality of service delivery by ALTCEW sub-contractors.

Supervision: This position reports to the Case Management Specialist III-Administration and QA.

Essential Functions and Responsibilities include the following:

Contract Compliance and Performance

- Prepares the Agency's Annual Monitoring Plan for Home Care Agencies (HCA), Medicaid Transformation Demonstration (MTD), Adult Day Care/Adult Day Health (ADC/H) and other subcontracted services as assigned.
- Responsible for coordinating compliance of sub-contracted services under appropriate Federal, State, and local laws, rules and regulations. These duties include, but are not limited to:
 1. Lead in implementing and presenting results of programmatic quality assurance reports to lead staff, Planning and Management Council (PMC) and governmental funding agencies.
 2. Coordinates monitoring and support to contractors with other staff and Agency departments.
 3. Performing on-site and desk monitoring of administrative records, operating procedures, and service delivery. Assists in preparation of reports presenting data, analysis of trends, and problems, as assigned.

Contract Management

- Provides technical support for Adult Day Services and MTD contracts extensions during the Agency's AD Hoc Committee process. This includes proofing proposals, extensions, and reviewing documents.
- Reviews and provides Agency feedback for proposed new or revised State or Federal regulations, program standards, and State directives. Communicates revisions to appropriate staff and contractors.
- Responsible for reviewing the application and intake process of Medicaid Home Care Agencies and Adult Day Service providers.
- Responsible for provision of technical assistance and training on contract management, quality assurance, and performance assessment measures to contractors.
- Assists the Case Management Director in administration of the Medicaid Transformation Demonstration (MTD) project including lead in communications/meetings, with State and local governmental agencies and contractors associated with MTD. Keeps up-to-date with pertinent service standards and guidelines, as determined in Aging and Long Term Services Administration Program Standards and manuals, policy directives, and Management Bulletins. Responsible for communicating these changes to Agency contractors.
- Other duties may be assigned.

Physical Demands

Have speech, visual, and hearing skills sufficient to interact with staff and the public. Some local and regional travel is required for this position. Have the ability to travel using personal vehicle. Ability to key information on a computer and use telephone for long stretches of the day. There are periods of writing, sitting, bending, stretching, and lifting. Must have the ability to lift 15 pounds on a regular basis (computer case with laptop and files on visits).

Skills, Knowledge, and Abilities

- Must have advanced skills with MS Word and Excel.
- Skilled at evaluation techniques and tools; knowledge of administration and contracting; mathematical functions; data collection techniques and analysis; technical report writing/preparation; contract formats; proficient English and grammar skills.
- Attention to details and accuracy with numbers and data.
- Ability to analyze and interpret guidelines or policies and apply complex rules and regulations.
- Proven decision-making skills and problem-solving.
- Ability to learn and apply contracted service standards and guidelines as determined in Aging and Long Term Support Administration program standards and manuals, policy directives, and management bulletins. Ability to be a team player that helps the organization and department meet quality assurance objectives. Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- Ability to organize and prioritize essential duties and responsibilities, including manage project schedules and deadlines.
- Must have and maintain a valid driver's license and vehicle insurance.
- Able to use own transportation to occasionally drive to contract sites within our 5-county area

Minimum Qualifications

Degree or coursework preferred, supporting the responsibilities of the position. Minimum of two years of related experience required in one or more of the following: auditing, monitoring, quality assurance or compliance for government or corporate contracts or procurement, particularly relating to compliance with state and federal laws. Must have dependable transportation and be willing to travel, and meet the skills, knowledge, and abilities previously listed. A criminal background check is required.

Beginning Salary: Pay Range \$ 53,523 to \$57,638

Application Deadline: May 13.

Apply at: www.altcew.org/employment-opportunities. Call 458-2509 for assistance in applying.

Diverse applicants encouraged to apply.
