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Health Services, Department of

Director, Bureau of Adult Long Term Care Services - Career Executive Job Announcement Code: 1800857

County(ies):	Dane
Classification Title(s)/JAC:	HEALTH SERVICES MANAGER - 1800857
Job Working Title(s):	Director - Bureau of Adult Long Term Care Services
Type of Employment:	Full Time (40 hrs/week)
Salary:	The starting salary is \$84,240-\$101,129 annually, depending upon qualifications, plus excellent benefits. This position is in pay schedule and range 81/01. A two-year Career Executive trial period is required.
Contact:	Shannon Kavorik, Human Resources Specialist, 608-266-9165, Shannon.Kavorik@dhs.wisconsin.gov
Bargaining Unit:	Non-Represented
Area of Competition:	Open
Deadline to Apply:	4/16/2018

The Department of Health Services (DHS); [Division of Medicaid Services \(DMS\)](#); is seeking a talented professional to fill a vacancy for a Bureau Director (Health Services Manager) in the Bureau of Adult Long Term Care Services (BALTCs).

DHS is located at 1 W. Wilson Street in the heart of downtown Madison; near the State Capitol and the Monona Terrace, the Wednesday Farmers' Market, the Madison Metro route and the Capital City bike path. In addition to a top-rate [benefits package](#) including enrollment in the State of Wisconsin retirement plan and excellent health insurance, DHS also offers on-site yoga classes, indoor walking area and a supportive and collaborative work environment.

Position Summary: The BALTCs Director administers and provides leadership to Wisconsin's Medicaid Home and Community-Based Services waivers for managed long-term care programs and self-directed long-term supports for frail elders and people with physical or intellectual/developmental disabilities. This includes a comprehensive review of existing policy and management structure of the adult long-term care programs to address critical concerns and develop revisions to program models to ensure cost-effective practices and meet the critical needs of Wisconsin's long-term care population.

The Director is responsible for the overall program management of the Department's current managed long-term care programs (Family Care and Partnership) and self-directed long-term supports (IRIS). The BALTCs supports and promotes a person-centered, cost-effective approach to managed care and self-direction. This position is responsible for developing sustainable managed care and self-direction strategies that include development of competitive and well-managed Managed Care Organizations (MCOs); ensuring sufficient provider networks; leading negotiations for managed care contracts; promoting development of innovative service delivery models; establishing policy to meet the goals of the Department Administration; ensuring statewide consistency of program delivery; developing a robust quality assurance and improvement program; promoting integration of care across settings, systems, and funding sources; developing systems to identify program integrity issues and responses to allegation of fraud; and developing and supporting cost-effective service delivery mechanisms.

The Director is responsible for the oversight of the eight sections that make up BALTCS. The sections are responsible for ensuring contract compliance; ensuring the health and safety of those served in adult long-term care programs; establishing best practices and policies for quality long-term care, behavioral health, and acute and primary services; overseeing the functional screening eligibility tool and its training and administration; analyzing and developing policy; ensuring state and federal compliance; managing contracts and federal waivers; supporting data and analytics to ensure program quality and meet federal reporting requirements; promoting tribal long-term care services; administering numerous programs to increase federal funding and promote cost-effective care; and managing internal and external operations including recruitment, fiscal management, and procurement of vendors and partners.

The Director must identify policy and process alternatives for meeting programmatic goals of the Division Administrator, Department Secretary, Governor, state law, state administrative rule, federal law, federal regulation and federal policy. The position is responsible for complex, diversified, and politically sensitive administrative and management tasks involving the Secretary's Office, multiple units within the Division of Medicaid Services, and other contracted agencies. Responsibilities cross a variety of organizational functions including budgeting, human relations, personnel, procurement and management of contracts, work planning, program evaluation, data management, and stakeholder relations.

Special Notes: Due to the nature of the position, all applicants who may be appointed will be required to allow DHS to conduct a background check to determine whether the circumstances of any conviction may be related to the job being filled.

Qualifications:

Minimally qualified candidates will have:

- Experience formally supervising and managing staff. This includes tasks such as planning, organizing, monitoring and directing staff, resolving conflict, conducting performance evaluations, delegating work responsibilities and monitoring personnel workload.
- Experience managing projects to ensure successful implementation. This includes leading project teams and monitoring outcomes and deliverables.
- Strong communication skills, both oral and written, including skill in establishing and maintaining liaison with individuals and groups of diverse interests.
- Experience leading and setting direction through supervision and influence to align organization mission and goals.
- Policy analysis and development experience.

In addition, well-qualified candidates will also have:

- Experience working with the long term care programs and services that support the elderly and/or physically or developmentally disabled populations to live and work in the community.
- Experience serving as a chairperson for a council, board and/or committee or facilitating such meetings.
- Experience negotiating agreements between stakeholders, including resolving conflicts, developing alternate solutions, and developing cooperative relationships.
- Experience supervising and managing subordinate supervisors.

How To Apply: To apply for this position, click "Log In" to access your existing account or to create a new account if you do not already have an account in the system. After you have logged in, click "Apply Now." You will be asked to provide your personal information and attach a resume and cover letter in a Word or PDF compatible format. To be considered for this position applicants must complete the online process. Failure to submit all required materials will result in an incomplete application and ineligibility for this position. Application materials will not be accepted if received in an email, as a hard copy or a fax.

Your resume and cover letter are very important parts of your application at DHS and are used during our evaluation process to determine your qualifications as they relate to this job. For suggestions on what to include when developing your resume and cover letter, please click [here](#).

FOR APPLICANTS WHO HAVE CAREER EXECUTIVE STATUS IN CLASSIFIED STATE SERVICE: Submit a letter of interest and a current resume to Shannon Kavorik at Shannon.kavorik@dhs.wi.gov. Be sure to address the qualifications listed above in your materials. Do not apply online via WiscJobs.

Please note: Important communication regarding this recruitment will be sent via email.

DHS is an Equal Opportunity and Affirmative Action employer seeking a diverse and talented workforce.