

State of Tennessee
Bureau of TennCare
Long Term Services and Supports

Job Title: Managed LTSS Compliance Assistant Director of Audits

Summary: Under general supervision of the Managed LTSS Compliance Director, Long Term Services and Supports (LTSS), this position will be primarily responsible for the audit functions related to monitoring Managed Care Organization (MCO) compliance with LTSS program requirements. This position will assist the director in the administration of the compliance program related to MCOs by planning and conducting contract compliance audits, the supervision of staff and assistance on several projects. This position will also serve as a back-up to a peer position with responsibility for compliance functions with the MCOs.

Distinguishing Features: The central function of the LTSS Audit and Compliance unit is to collect data and provide information for the management of the CHOICES program (for the elderly and physically disabled populations), and other LTSS programs. This position directs contract compliance audits of MCOs. An employee in this position provides day-to-day supervision of audit staff. This position also interacts with the Quality and Administration unit of LTSS to provide ongoing feedback about the functioning of MCOs in the implementation of the LTSS program. Additionally, this position is responsible for development and maintenance of procedures, and process documentation, and assisting in the development, implementation, and administration of payment reform initiatives for Nursing Facilities, Enhanced Respiratory Care services, and Home and Community Based services. (Note: The State Classification for this position is Managed Care Program Manager 2, Executive Service with a Salary Grade of 032 and an expected starting salary between \$41,976 and \$48,272 depending on qualifications.)

Primary Roles and Responsibilities:

- Supervision of Audit staff
- Promotion of teamwork within the unit and within LTSS
- Management of daily activities of the staff
- Development and implementation of procedures and protocols related to contract compliance audits of the MCOs
- Collaboration with other LTSS units to provide meaningful and actionable sets of information
- Management of contract requirements as it relates to established metrics, in coordination with the Quality and Administration unit of LTSS
- Assisting in the implementation and administration of payment reform initiatives for Nursing Facility, Enhanced Respiratory Care, and Home and Community Based Services
- Other special projects as assigned

Minimum Qualifications:

Education and Experience:

- Bachelor's degree in a healthcare management, business management, human service or related field, graduate degree is preferred
- Minimum of two (2) years of supervisory experience in healthcare management, business management or human service related field
- Experience with the administration of Medicaid, programs for the Elderly and Physically Disabled populations, and experience with Managed Care programs is preferred
- Other combinations of education and experience may be considered

Special Requirements:

- Outstanding written and oral communication skills
- Ability to provide supervision of staff
- Ability to verify, analyze and synthesize complicated data sets
- Ability to adapt to changing priorities and deadlines
- Ability to implement complex projects
- Ability to prioritize tasks and efforts with efficiency
- Experience with Excel, SharePoint and other software
- Ability to maintain accurate records
- Ability to exercise sound judgment

Qualified candidates should send their resume or direct any questions to Miguel Mateo (Miguel.Mateo@tn.gov) 615-507-6966