

State of Washington  
Dept. of Social and Health Services  
invites applications for the position of:



## Community First Choice Options Program Manager (HCS WMS) 03563

**SALARY:** \$51,072.00 - \$71,448.00 Annually

**OPENING DATE:** 04/10/14

**CLOSING DATE:** 04/28/14 05:00 PM

**DESCRIPTION:**



Washington State Department of  
Social and Health Services



## Transforming Lives

**Our Vision:**

Safe, healthy individuals, families and communities

**Our Mission:**

Transforming Lives

**Our Values:**

Honesty and Integrity ♦ Pursuit of Excellence  
Open Communication ♦ Diversity and Inclusion ♦ Commitment to Service

**The ALTA Vision is:** Seniors and people with disabilities living with good health, independence, dignity, and control over the decisions that affect their lives.

**“Improve the Quality of Life in Your Community with a Rewarding Career Opportunity”**

This job offers the selected candidate a chance to work for a place that offers great benefits, a team-oriented culture, and a balance of family and work life in a wonderful community; these are a few of the rewards for choosing a career in the social services area of Washington State government. We offer a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

[The Department of Social and Health Services](#), Aging and Long-Term Support

Administration (ALTSA), **Home and Community Services Division (HCS)** is currently seeking a **Community First Choice Options Program Manager** to join a very talented, effective team of professionals. The position is located at in [Lacey, WA](#).

### **PROGRAM PROFILE**

The Aging and Long-Term Support Administration (ALTSA) assists adults with disabilities, cognitive impairment, chronic illness and related functional disabilities to gain access to needed services and supports by managing a system of long-term care and supportive services that are high quality, cost effective, and responsive to individual needs and preferences.

The purpose of the **Home and Community Services (HCS) Division** is to promote, plan, develop and provide long-term care services responsive to the needs of persons with disabilities and the elderly with priority attention to low-income individuals and families. We help people with disabilities and their families obtain appropriate quality services to maximize independence, dignity, and quality of life. We work with aging and disabled advocates, including the State Council on Aging and Area Agencies on Aging, to ensure a *client*-focused service delivery system.

### **DUTIES:**

The Community First Choice Options (CFCO) program manager is a part of a self-directed unit of Medicaid policy professionals. The primary purpose of the unit is to design, develop, implement, and oversee statewide policy for the Home and Community Based Services (HCBS) within ALTSA. The unit is instrumental to ALTSA in shaping the future of HCBS programs and recommending policy and strategic direction to the senior leadership within Aging and Long-Term Support Administration. Each member of this team has advanced expertise in a specific program areas and serves as lead policy expert in that area. Each unit member also administers and oversees at least one statewide program serving and supporting HCS clients. This position is responsible for statewide policy development, administration, and daily operation of the Community First Choice Options program.

The CFCO program manager plays a critical role in the move to transform the current HCBS service system. CFCO is a new program for ALTSA that has a federally required stakeholder process, called the Development Council. This position is charged with the development and implementation of the CFCO program statewide, in coordination with the Developmental Disabilities Administration, including the leadership role with the Development Council stakeholder group. The intent of the CFCO program is to provide quality, cost effective long term care services that are community based as an alternative to skilled nursing facility care. The position is also responsible for continual improvement of services to the public through system analysis, program planning, development, and implementation of program policies and regulations. The program manager ensures compliance with state and federal regulations and develops services that are in the best interests of the state and clients served under the Medicaid programs. The position interprets state and federal policies and procedures and provides direction and technical assistance

to field staff and supervisors in order to authorize appropriate client services in diverse community-based care settings.

**QUALIFICATIONS:**

**THE IDEAL CANDIDATE WILL HAVE:**

- A Bachelor's degree or Master's degree in social work, a health or social science, public administration or related field;
- Four years of experience and advanced knowledge of principles and practices of home and community-based service delivery systems, payment systems, vendor contracts and client eligibility rules for functional and financial requirements;
- 4 years of experience and advanced Knowledge of State and federal Medicaid services and waiver regulations to ensure the programs' varied services meet federal requirements and qualify for continued federal matching funds;
- Exceptional experience in planning and/or administering community-based supportive services for seniors and/or people with disabilities;
- Demonstrated knowledge and skills in advanced management principles including policy writing, project management, contract negotiation, budget development, and community service planning and development;
- Knowledge of administration's client assessment and case management system tool (CARE);
- Advanced Ability to interpret statutes and regulations into policies and procedures;
- Advanced skills in both oral and written communication with consumers, professional staff, managers and legislators;
- Demonstrated analytic and problem solving skills, ability to work with diverse groups, and facilitation skills;
- Excellent organizational skills, including ability to coordinate multiple projects, and to meet legislative and administrative deadlines;
- Demonstrated ability to make critical decisions; follow through with implementation and modifications as necessary;
- Ability to collaborate with other divisions, administrations, and business partners;
- Skills and abilities to contribute to the productivity of the Home and Community Programs team through the use of open and honest communication;
- Ability to exhibit integrity and honesty, treating others with dignity and respect;
- Ability to see the big picture when several diverse subjects are at issue;
- Ability to develop training curriculum; conduct training in one-on-one and group settings; engage staff, supervisors and contractors in improving client services;
- Ability to work independently and provide notice to management of those issues and situations that require management decision; and the
- Ability to use and learn computer programs (i.e. Outlook, Visio, Word, Excel, Internet/Intranet, ACES, Barcode, Client Registry, etc.).

**PREFERRED SKILLS AND ABILITIES:**

A Master's degree in social work, health or social science, public administration or related field.

**SUPPLEMENTAL INFORMATION:**

**\*Carefully read the instructions below and review your application before submitting.\***

**HOW TO APPLY:**

Interested and qualified applicants need to apply through <http://www.careers.wa.gov/> and attach the following to their profile:

- A cover letter explaining how you meet the qualifications for this position and why you are interested in this position.
- Chronological Resume.
- Three professional references, including current or most recent supervisor.

**Other Information**

The Washington State Department of Social and Health Services is an equal opportunity employer and does not discriminate on the basis of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons requiring accommodation in the application process or this job announcement in an alternative format may contact the recruiter at (253) 983-6575. Applicants who are deaf or hard of hearing may call through the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.

Should you have questions about completing the online application, **BEFORE you submit your application**, please contact the recruiter, Angel Correa, at 253.983.6575 or [correan@dshs.wa.gov](mailto:correan@dshs.wa.gov) (preferred).