

DMHAS/RIVER VALLEY SERVICES
JOB OPPORTUNITY
Health Program Assistant 1
RV#23520

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees
Location: River Valley Services-Middletown, CT 06457
Program/Unit: Managed Service System
Job Posting No: RV#23520
Hours: 1st shift/ 8:30 a.m. to 4:00 p.m. / 35 hours per week
Salary: \$48,937.00 ~ \$65,288.00
Closing Date: September 23, 2015

Eligibility Requirement: Candidates must have applied for and passed the Health Program Assistant 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Duties include but are not limited to: Provide support to the Managed Support System, Quality Improvement, and Billing Departments. This includes participating in training and supporting users of Electronic Health Record (EHR). Regularly review reports in EHR and DDaP systems, check data quality, support staff in accessing and using reports, and disseminate information found in reports. Organize and data enter quality audit data and summarize results using Access and Excel. Collect results of quality monitoring, organize and prepare data summary. Work with CVH IT department while responding to and reporting computer access issues, including tracking access forms of new hires. Work with QI Director on maintaining Joint Commission accreditation and responding to survey requirements, including requests for information from the Joint Commission. Quality monitoring includes organizing audit documents, analyzing the results of audits and summarizing findings. Participate in Quality Improvement and Environment of Care activities. Assist with staff education on Billing and Compliance issues and related quality monitoring. Support and participate in environmental rounds activity. Monitor fiscal contract compliance for provider agencies, including tracking and monitoring quality of applications and reports, liaison with provider agencies on contract issues, prepare annual spending plan and updates for RVS and provider agencies, support work on provider contracts. Oversee and provide support for provider agency data collection system.

Special Requirement: Incumbents in this class may be required to travel.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position: DMHAS employees who are lateral transfer candidates (example: Clinical Social Worker applying to a Clinical Social Worker posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed

DMHAS employees who are promotional/demotional candidates must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12). **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATION TO:
DMHAS/River Valley Services
P.O. Box 351
Middletown, CT 06457
Fax: (860) 262-5055
RVS-RECRUIT@CT.GOV

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities P-1