# State of Maine SealDepartment of Health and Human Services

# Vacancy Announcement

# **Health Facilities Surveyor**

**Location:** Augusta, Maine

**Salary:** $52,083 - $68,556

**OPENING DATE:** May 14, 2021, 2021

**CLOSING DATE: May 28, 2021**

**AGENCY INFORMATION:**

The Department of Health and Human Services (DHHS) is dedicated to promoting health, safety, resilience, and opportunity for Maine people. The Department provides health and social services to approximately a third of the State's population, including children, families, older Mainers, and individuals with disabilities, mental illness, and substance use disorders. The Department also promotes public health, operates two state psychiatric hospitals, and provides oversight to health care providers.

The mission of the Division of Licensing and Certification is to ensure Maine’s citizens receive quality and effective health care and social services by developing and applying regulatory standards that help people have safe and appropriate outcomes.

**JOB DESCRIPTION:**

As a lead surveyor within the Medical Facilities Unit of DLC, you will be part of a team of professionals responsible for ensuring hospitals, home health agencies, hospices, ambulatory surgical centers, dialysis centers, intermediate care facilities for individuals with intellectual disabilities, portable x-ray providers, outpatient therapy providers, and rural health centers are taking the very best care of their patients by complying with all relevant state and federal regulations.

You will be the lead surveyor, with other co-workers as applicable, to conduct surveys to determine if an entity meets Federal and State requirements. These surveys include, and are not limited to, initial certification or licensure, recertification or re-licensure, and revisits. You will also investigate complaints of abuse, neglect, and misappropriation within these facilities.

You will be the one to lead the survey/investigation team. This includes ensuring required survey processes are followed, survey team members’ notes are completed and attached in the federal database, reviewing other team members’ work, and ensuring the statements of deficiencies (“SOD”) are accurate by following the Centers for Medicare and Medicaid Services’ Principles of Documentation. You will also review facilities’ plans of correction and, in conjunction with management, determine if those plans will resolve the issues noted in the SOD. You will also provide technical assistance to providers, to help them understand federal and state regulations and why findings are violations of those regulations. While you will not have administrative supervisory duties (you will not do annual reviews, or give approval for time off), you will provide feedback to management on your team members’ performance in the field.

You will also:

* Conduct pre-survey document reviews of all pertinent facility history;
* Assign survey tasks to team members;
* Conduct the entrance and exit conferences with facility leadership;
* Participate in training, including mandatory training required by CMS; and
* Other related duties, as assigned.

Statewide travel is required, and some assignments require overnights, both of which are reimbursed by the State.

**MINIMUM REQUIREMENTS:** *(Entry level knowledges, skills, and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)*:

Registered Nurse and four (4) years of progressively responsible experience in the field of nursing and/or in the delivery of health care services.

**LICENSING/REGISTRATION/CERTIFICATION REQUIREMENTS:***(These must be met by all employees prior to attaining permanent status in this class).*

License as a Registered Professional Nurse in the State of Maine as issued by the State Board of Nursing.

***Preferred candidates will ALSO have:***

* Knowledge of federal and state regulatory requirements for the types of healthcare facilities listed above;
* Experience working in the types of healthcare facilities listed above;
* Demonstrated critical thinking skills;
* Knowledge of CMS’s Principles of Documentation;
* Ability to lead a team of people with diverse skills, knowledge, and backgrounds;
* Ability to build and lead teams; and
* Demonstrated excellent verbal and written communication skills.

***APPLICATION INFORMATION:***

For additional information about this position please email Assistant Director of the Medical Facilities Unit, Lynn Hadyniak, JD at [Lynn.Hadyniak@maine.gov](mailto:Lynn.Hadyniak@maine.gov)

To apply, please upload a resume and cover letter\* with your application. The application for this position can be found at **https://www.maine.gov/dhhs/about/careers-at-dhhs** In your cover letter, explain how you meet the Minimum Requirements above, and state whether you have any of the “*Preferred candidates will have*” attributes.

***\*\** Applications submitted with cover letters that do not address the information required above may not be considered for this vacancy.**

To request a paper application, please contact [Ashley.Smith@maine.gov](mailto:Ashley.Smith@maine.gov).

**BENEFITS**

**Work in “Vacationland”:** enjoy Maine’s rugged coast, the mountains of Katahdin State Park, the many beautiful lakes districts, relaxed lifestyle, affordable real estate, low crime rates, and wide-open spaces

As an employer, the State of Maine offers:

Opportunities to grow and build your career

Health, dental, and vision insurance – the State pays at least 85% ($400.34) of health insurance premiums

Retirement savings – the State contributes 14.11% of employee’s pay towards retirement

Flexible spending accounts for out-of-pocket healthcare and/or daycare costs

Living Resources (employee assistance program)

Paid holidays – twelve each year

Federal public loan forgiveness program for qualifying loans and payments

Training and professional development

The Department of Health and Human Services is an Equal Opportunity/Affirmative Action employer.  We provide reasonable accommodations to qualified individuals with disabilities upon request.