# State of Maine SealDepartment of Health and Human Services

# Direct Hire Vacancy Announcement

# Career Opportunity Bulletin

**--ANTICIPATED VACANCY—**

# **Health Facilities Survey Team Leader**

# (Health Services Consultant II)

**$52,083.20- $68,556.80**

**This is *generally* a Monday-Friday position.**

CODE: **4385** RANGE: **24** Position #**2000-1951**  Location: **Portland**

**Apply before June 3, 2021**

**AGENCY INFORMATION:**

The Department of Health and Human Services (“DHHS”) provides supportive, preventive, protective, public health and intervention services that protect the public health and assist our customers in meeting their needs. The Division of Licensing and Certification (“DLC”) provides regulatory oversight to protect vulnerable populations from harm and substandard quality of care by enforcing state and federal regulations related to the provision of health services.

**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, nursing homes, home health agencies, hospices, ambulatory surgical centers, dialysis centers, intermediate care facilities for individuals with intellectual disabilities (“ICF/IIDs”), 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 determining if an entity meets federal and State requirements. These surveys include but are not limited to: initial certification or licensure; recertification or re-licensure; and revisits. You will also investigate complaints of allegations of patient neglect, abuse, and misappropriation (amongst other complaints) within these facilities.

You will be the one to lead the survey/investigation team. This includes ensuring required survey processes are followed, ensuring survey team members’ notes are completed and attached in the federal database, reviewing other team members’ work, and ensuring the statement of deficiencies (“SOD”) written by the survey team follows the Centers for Medicare and Medicaid Services’ (“CMS”) 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 in the SOD. You will also provide technical assistance to providers, to help them understand why their facilities have violated federal and state regulations. While you will not have administrative supervisory duties (you will not do annual performance reviews of your team members, 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 and your team;
* Participate in training, including mandatory training required by CMS; and
* Other related duties, as assigned.

Statewide travel is required, and some assignments require overnights, 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 regulations for the types of healthcare facilities listed above;
* Experience working in one or more of 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 background;
* 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 go to www.maine.gov/dhhs/about/careers -at-dhhs and complete a State of Maine direct hire application. .Please attach a resume and cover letter**\*** with your application. In your cover letter, explain how you meet the Minimum Requirements above, and state whether you have any of the “*Preferred candidates will* ***ALSO*** *have*” attributes.

***\** Applications submitted with cover letters that do not address the information required above –or applications submitted without cover letters--may not be considered for this vacancy.**

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

**BENEFITS:**

 Benefits are vital to your health and well-being. We get it. Here’s what the State of Maine offers:

* Growth – build your career
* Health, dental, and vision insurance – take care of yourself
* Retirement savings – financially independent, even after you stop working
* Flexible spending accounts – manage out-of-pocket healthcare and/or daycare costs
* Living Resources (employee assistance program) – overcome difficult situations with support
* Paid holidays – twelve each year
* Federal public loan forgiveness program – for qualifying loans and payments
* Training – develop knowledge, skills, and understanding

The bi-weekly dollar values of some State-paid benefits for full-time employees include: $14.60 for dental insurance; 14.11% of employee’s pay towards retirement; and, depending on the employee’s annual pay, at least 85% ($400.34) of health insurance premiums (more information is available here). Participation in the Health Premium Credit Program can decrease the employee’s cost of health insurance by 5%.

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.