# State of Maine SealDepartment of Health and Human Services

# Direct Hire Vacancy Announcement

# Career Opportunity Bulletin

# **Manager, Acute Care Facility Certificate Team**

# (Health Program Manager)

**Salary: $51,542.40 – $70,116.80**

(Supervisory)

CODE: **4240** RANGE: **26** Position #**02032-1857**  Location: **Augusta**

**Apply before June 3, 2021**

**AGENCY INFORMATION:**

The Department of Health and Human Services (“DHHS” or “Department”) 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 (“the Division”) 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 the Manager of the Survey & Certification Team for hospitals, hospices, home health agencies, ICF/IIDs, end-stage renal dialysis facilities, and other such federally-certified health care facilities in Maine, you will work with and supervise surveyors to ensure that the Division meets the Center for Medicare and Medicaid Services’ (“CMS”) performance standards for survey and certification work.  You will also ensure that the health care facilities meet all State licensing requirements, that complaints are investigated thoroughly and timely, and plans of corrections are implemented to prevent future issues.  You will work with the survey teams in the field to ensure that surveyors understand the regulatory requirements, and that they are working together effectively.  You will be the key liaison connecting these surveyors with Division management. You will review all Statements of Deficiencies after they are completed by the survey teams, to ensure they are written according to CMS’s Principles of Documentation.

Some of the tasks you will do as HPM include, but are not limited to:

* Assist management in addressing personnel issues
* Provide mentoring and coaching to survey teams
* Work with survey Team Leads to ensure that there is an equitable distribution of survey work among the teams
* Assist management with recruitment and retention activities
* Identify training opportunities for survey staff through use of data and observation
* Assist management in developing standard operating procedures to address certification and licensing activities
* Have primary responsibility for completion of the surveyors’ performance evaluations and plans for professional development, based on needs of the Division.

**MINIMUM REQUIREMENTS:**

A Bachelor’s Degree in Public Health or Health Sciences, Health Education, one of the Behavioral Sciences, Public Administration, or Education-AND- three (3) years’ experience in health program planning, development, implementation, and evaluation – OR- and equivalent seven (7) years’ combination of education, training, and experience.

*Preferred candidates will* ***also*** *have*:

* Working knowledge of CMS regulations for Acute facilities,
* Management experience in a healthcare setting.
* Proven ability to develop and manage effective teams.
* Management experience in Maine State government.
* ASPEN knowledge and experience.
* Experience applying federal and State regulatory requirements to healthcare facilities.
* Demonstrated critical thinking skills.
* Ability to work with diverse individuals.
* Demonstrated ability to write concisely, clearly, and with correct grammar, spelling, punctuation, and sentence structure.
* Demonstrated ability to communicate politely, professionally, and effectively in writing and verbally.
* Demonstrated ability to maintain objectivity and professionalism during occasional unusual and/or stressful circumstances.

***APPLICATION INFORMATION:***

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

To apply, please upload a resume and cover letter to [www.maine.gov/dhhs/about/careers-at-dhhs](http://www.maine.gov/dhhs/about/careers-at-dhhs) under the appropriate job listing and complete the direct hire application. In your cover letter, you must provide the following information:

1. Explain what experience, if any, you have had doing the elements under “Job Description,” above, and
2. Explain what you have, if any, of the attributes listed above under “Preferred candidates will ***also*** have”.

***\*\** 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**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.