

State of Tennessee
Bureau of TennCare
Long Term Services and Supports

State Classification Title: Long Term Care Program Director

Working Title: Assistant Deputy of Audit and Compliance, Long Term Services and Supports

Summary: Under general supervision of the Deputy of Audit and Compliance, Long Term Services and Supports, this position will assist the deputy in the administration of the audit and compliance program through supervision of staff and with primary responsibility for multiple simultaneous projects.

Distinguishing Features: The central function of the LTSS Audit and Compliance unit is to collect data and provide information for the management of the CHOICES program (for the elderly and physically disabled population), the 1915c waivers (for the intellectually disabled (ID) population) and payment reform initiatives. An employee in this position supervises staff responsible for the maintenance and further development of the following: receipt, verification and analysis of reports from contracted entities; contract compliance audits of contracted entities; utilization review of 1915c waiver services; and compilation and maintenance of information regarding nursing facilities. Additionally, this position is responsible for the following: contract management; data tracking and reporting to internal and external stakeholders; development, implementation, and administration of payment reform initiatives for Nursing Facilities, Enhanced Respiratory Care services, and Home and Community Based services; and continual process improvement efforts. The likely range for starting salary is \$75,000 to \$79,000 depending on the background and experience of the individual applicant. (Note: The State Classification for this position is Long Term Care Program Director, Executive Service with a Salary Grade of 112)

Primary Roles and Responsibilities:

- Supervision of Audit and Compliance staff
- Leadership of staff and promotion of teamwork
- Management of daily activities of the unit
- Assist with the development and implementation of procedures and protocols
- Analysis of data and presentation of information to assist in program management and planning
- Validation, analysis and presentation of data for external stakeholders and regulatory entities
- Collaboration with other LTSS units to provide meaningful and actionable sets of information
- Management of contracts, including procurement of vendors and oversight of vendors compliance with contractual obligations
- Further development, implementation, and administration of payment reform initiatives for Nursing Facility, Enhanced Respiratory Care, and Home and Community Based Services
- Other special projects as assigned

Minimum Qualifications:

Education and Experience:

- Bachelor's degree in a healthcare management, business management or human service related field, Master's degree is preferred

- Minimum of five (5) years of supervisory and/or oversight experience in healthcare management, business management or human service related field
- Experience with the administration of Medicaid, Nursing Facilities and programs for the Elderly, Physically Disabled and ID populations, experience with Managed Care programs is preferred

Special Requirements:

- Outstanding written and oral communication skills
- Ability to provide leadership for staff
- Ability to adapt to changing priorities and deadlines
- Ability to design, implement and manage complex projects
- Ability to prioritize tasks and efforts with efficiency
- Experience with Excel, SharePoint and other software
- Ability to maintain accurate records
- Ability to exercise sound judgment

Qualified candidates should send their resumes to The.RC@tn.gov.

Please put **Assistant Deputy of Audit and Compliance** in the subject line.

Please address questions or comments to Julia Williams 615 532-7933 or use the email address

Julia.Williams@tn.gov.