

**Job Title:** Policy Specialist, Managed Long-Term Services & Supports – Quality & Administration

**Summary:** Under general supervision of the Director of LTSS Policy, Contracts and Compliance – Quality & Administration

**Distinguishing Features:** An employee in this position will support the Director of LTSS Policy, Contracts and Compliance – Quality & Administration as a subject matter expert and researcher focusing on the managed long-term services and supports (MLTSS) programs in Tennessee. Specifically, the Policy Specialist will be tasked with supporting the Director of LTSS Policy, Contracts and Compliance with the following responsibilities: Developing and maintaining subject matter expertise on MLTSS policy in Tennessee; conducting research into federal and state laws and regulations and national best practices relating to MLTSS; and assisting the Director of LTSS Policy, Contracts and Compliance with monitoring compliance and remediation actions concerning MLTSS contractors.

**Primary Roles and Responsibilities:**

- Develop and maintain subject matter expertise on MLTSS in Tennessee, including expertise on current MLTSS administrative rules and policies
- Research and track best practices in MLTSS in other states
- Track amendments to MLTSS contracts and policy documents
- Assist with monitoring Managed Care Organization contract compliance
- Assist with the readiness review process for TennCare MLTSS contractors
- Assist with monitoring and amending MLTSS protocols, forms, and webpages
- Assist with management of Medicare Improvements for Patients and Providers Act Agreement with Dual Special Needs Plans
- Assist with assessing and tracking corrective action plans and liquidated damages
- Review Dual Special Needs Plan marketing materials for compliance
- Attend meetings, webinars, and presentations to stay current on MLTSS policy
- Other special projects as assigned

**Minimum Qualifications:**

Education and Experience:

- Bachelor's degree from accredited college or university and experience equivalent to five years of professional level experience
- Experience analyzing and interpreting policy documents
- Proven research skills
- Proven written and oral communication skills

Special Requirements:

- Graduate degree in public policy, health care administration, or law
- Experience working in or with Medicaid or disability related programs
- Strong work ethic and self-motivated with ability to work well on a team
- Organizational skills, including the ability to prioritize, multi-task, and manage workload to meet specific timeframes and deadlines with minimal supervision
- Ability to adapt to changing priorities and deadlines

Qualified candidates should send their resume to Will Hines at [William.Hines@tn.gov](mailto:William.Hines@tn.gov).