



STATE OF SOUTH CAROLINA
**Lieutenant Governor's
Office**

1301 Gervais Street Suite 350
Columbia, SC 29201

<http://www.jobs.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Program Manager I**

An Equal Opportunity Employer

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OPENING DATE: 05/30/14

CLOSING DATE: 06/30/14 12:00 PM

JOB TITLE: Program Manager I

CLASS CODE: AH45

POSITION NUMBER: 60008537

SLOT NUMBER:

STATE SALARY RANGE:

\$47,092.00 - \$87,125.00 Annually

AGENCY HIRING RANGE - MIN: \$46,169.00

AGENCY HIRING RANGE - MAX: \$65,793.00

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT:

RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

Applications must be submitted on-line. Resumes will not be considered in lieu of the state application.

JOB RESPONSIBILITIES:

Serves as supervisor, within the Division for Community Resources, for the Senior Health Insurance Program (SHIP), MIPPA and Senior Medicare Patrol (SMP). Plans, promotes and monitors the statewide provision of these programs; this includes grants management, program management, outreach and partnerships, staff and volunteer training and management, customer service and quality assurance (as defined by the Centers for Medicare and Medicaid

Services). Serves as a senior level resource to the Community Resources Team Leader in these specific areas. Administers the CMS (SHIP) Basic, Supplemental and Performance grants including applications for additional funding, preparation of required budgets, reports and program evaluation. Compiles reports from NPR data collection system to monitor for accuracy and outcomes; conducts presentations related to all aspects of Medicare program and Long-Term Care Insurance; provides expertise on Medicare issues to agencies and constituents requesting assistance and information; attends all meetings stipulated in the Grant Award document. Trains and monitors SHIP Regional Coordinators to assure federal performance measures and program goals and objectives are met. Training and monitoring are conducted using technological systems as well as in-person meetings. Provides detailed quarterly reports to supervisor and AAA grantees on goals/objectives and fiscal status of grants. Schedules and provides annual basic/update trainings on Medicare/Medicaid health insurance related topics, including additional training required on products. Oversees the Medicare Fraud Program by supervising the Senior Medicare Patrol Program Coordinator; assures that proposals for funding and progress reports for SMP are submitted, timely, to the Administration for Community Living; assures that funds are obligated or Carry-Over approval is submitted to fiscal staff. Other duties as required to include, but not limited to, participation in Lieutenant Governor's Office on Aging outreach events and partnering opportunities, and assists all staff members with overall mission and direction of the organization.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A Master's Degree and three years experience in Health and Human Services, or related field or a Bachelor's Degree and five years experience in related fields, to include Medicare experience and grants management. Day and overnight travel both in and out of state is required.

PREFERRED QUALIFICATIONS:

Preference for individuals with experience in Public Benefits. Ability to present program ideas in verbal and written form, including presentations. Ability to establish and maintain a satisfactory working relationship with key leaders in agencies dealing with seniors and the aging network. Knowledge of Senior Health Insurance legislation, state and federal regulations and policies pertaining to aging programs. Must have extensive Medicare, Medicaid, Medicare Supplement, Long-Term Care and other health insurance knowledge. Must have the ability to interpret and apply rules and regulations. Must be able to create Power Point presentations and maintain Excel spreadsheets for grants management. Ideal candidate should be skilled in regional and statewide program operations.

ADDITIONAL COMMENTS:

This is an extremely fast paced position. Applicant must be a self-starter and have the ability to meet goals and deadlines.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.iobs.sc.gov>

OR

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Job #36797
PROGRAM MANAGER I
QS

Program Manager I Supplemental Questionnaire

- * 1. Do you have a Master's Degree and three (3) years of Health and Human Services experience to include Medicare and grants management OR a Bachelor's Degree and five (5) years of Health and Human Services experience to include Medicare and grants management?
☐ Yes ☐ No

- 2. If you answered yes to question #1, please describe your experience.

- * 3. Do you have knowledge of Senior Health Insurance legislation, state and federal regulations and policies pertaining to aging programs?
☐ Yes ☐ No

- 4. If you answered yes to question #3, please describe your experience.

- * 5. Do you have the ability to create PowerPoint presentations?
☐ Yes ☐ No

- * 6. Do you have the ability to create and maintain Excel spreadsheets?
☐ Yes ☐ No

- * Required Question