



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF SPECIAL EDUCATION/EARLY INTERVENTION SERVICES
RESOURCE MANAGEMENT AND MONITORING BRANCH

August 26, 2016

POSITION TITLE: Education Program Specialist, Autism Waiver Specialist

POSITION NUMBER: JobAps #16-005055-0015; CTR #216135

SALARY: Grade 21 Standard Salary Schedule
\$60,543 - \$97,203

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This contractual position supports Maryland's 1915 (c) Home and Community Based Autism Waiver (Waiver) and Health Related Resources Section of the Division Branch in the coordination and implementation of the quality assurance components of the Autism Waiver including Provider Monitoring and the Reportable Events policies. In addition, this position will support the implementation of the annual Interagency Medicaid Monitoring process for local school systems, local lead agencies and nonpublic schools.

DUTIES AND RESPONSIBILITIES: Serves as technical specialist for the Quality Assurance components of Waiver. Leads the site visits with the Provider Interagency Medicaid Monitoring Team to determine service provider compliance with applicable Medicaid regulations. Analyze data from reportable events and make recommendations to the supervisor on training and technical assistance as appropriate. Serves as an advisor on the implementation and expansion of the Autism Waiver and on matters requiring interpretation of policy. Delivers trainings to all incoming Autism Waiver providers. Provides technical assistance to the local school systems, local lead agencies and nonpublic schools on Medicaid Waiver Services.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree or equivalent 36 post baccalaureate credit hours of course work in Social Work, Special Education, Public Health, Psychology, or a related field.

EXPERIENCE: Four (4) years of professional experience in training professional staff that must include administrative and/or supervisory experience, or administration of a public health or special education program or a program serving individuals with disabilities. Experience with Medicaid services or Home and Community Based Waivers or background with services to children with Autism Spectrum Disorders and their families is desirable.

NOTE: Two additional years of experience as defined may substitute for the Master's Degree.

ESSENTIAL REQUIREMENTS: Knowledge of trends, regulation, policies, and issues affecting Medicaid; knowledge of the Medicaid Autism Waivers and the implementation of a Quality Assurance Plans; skill with program implementation, monitoring, and evaluation; skill in conducting technical trainings and hosting meetings; ability to manage multiple tasks; skill in presenting technical information; ability to establish and maintain harmonious working relationships; ability to communicate clearly and effectively both orally and in writing, through the presentation of concise yet comprehensive training, analyses and reports.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Education Program Specialist I, Autism Waiver Specialist, JobAps # 16-005055-0015**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request.

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the state are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Applications should be received by September 9, 2016.