



COMMONWEALTH of VIRGINIA
Department for the Aging

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July 27, 2010

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Note: The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.

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COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim M. Catherman
Director Administrative Services

DATE: July 26, 2010

SUBJECT: VolunteerMatch Webinar

[Boomer Volunteer Engagement: Creating Positions, Networking, and Cultivation](#)
Wednesday, 28 July 2010, 3:00 ET

This free 60-minute webinar from [VolunteerMatch](#) addresses Boomer-friendly positions, effective position descriptions, and tips for marketing those positions within the Boomer community. Join Jill Friedman Fixler and Beth Steinhorn, authors of *Boomer Volunteer Engagement: Collaborate Today, Thrive Tomorrow*, in this third of a four-part series on Boomer volunteer engagement. The series is designed as a collection of four separate webinars and can be taken in any order.

COMMONWEALTH of VIRGINIA
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MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim M. Catherman
Director Administrative Services

DATE: July 27, 2010

SUBJECT: DMAS Position Announcement

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

LONG-TERM CARE PROGRAM MANAGER

Role Title: Program Administration Manager III

Position # 00165

Pay Band 6, Level I - Hiring Range: \$53,510 - \$82,000

Closing Date: August 9, 2010

Long Term Care Division seeks a dynamic self-starting individual who will be responsible for managing long-term care programs, operations, and staff by planning, developing, and evaluating program regulations, policies, procedures, and operations. Must have considerable knowledge of long-term care programs and operations. Requires knowledge of health care delivery systems, program planning, and organizational management principles. Requires considerable knowledge of Medicaid programs. Requires experience directing multiple operations, as well as planning, developing, and evaluating programs. Requires considerable knowledge of supervisory principles and considerable experience as a supervisor of numerous programs and professional staff. Must have demonstrated ability to develop and manipulate databases. Knowledge and development of quality indicators preferred. Must have demonstrated ability to communicate effectively with stakeholders and participants, and to write

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DMAS Position Announcement
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comprehensive reports. Must be proficient using PC for word processing and spreadsheet applications. Bachelor's degree preferred; advanced degree a plus.

ONLINE STATE APPLICATION REQUIRED. Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA