



DOM-MEDICAID NURSE BUREAU DIRECTOR

CHARACTERISTICS OF WORK:

This is administrative work in which the incumbent serves as the health care clinician and director of a bureau in the Office of Health Services, Mississippi Division of Medicaid. The incumbent provides professional health services and administrative duties in general or specific health activities and plans for the beneficiaries of the Division of Medicaid. Work involves formulating, directing, and controlling the operations of a bureau through subordinate personnel. The incumbent establishes objectives, standards, and control measures within the context of broad, general policy guidelines for a Medicaid health services program having statewide impact. The incumbent also determines major departmental policy and provides input into other significant agency operations. Contacts outside the immediate agency require tact and diplomacy in discussing important and controversial subject matter. Work is subject to review by the Deputy Administrator and/or Executive Director through conferences and reports.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in nursing and licensure as required below;

AND

Experience:

Eight (8) years of experienced in nursing, four (4) years of which must have been in management, administration, or consultation and four (4) years of which must have included line or functional supervision.

OR

Education:

Graduation from a state approved Nurse Practitioner program with credentials (certification);*

AND

Experience:

Eight (8) years of experience in nursing as a Registered Nurse/Nurse Practitioner, four (4) years of which must have been in management, administration, or consultation and four (4) years of which must have included line or functional supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in nursing and licensure as required below;

AND

Experience:

Nine (9) years of experience in nursing, four (4) years of which must have been in management, administration, or consultation and four (4) years of which must have included line or functional supervision.

OR

Education:

A three-year diploma or a two-year Associate Degree Nursing Degree and licensure as required below;

AND

Experience:

Ten (10) years of experience in nursing, four (4) years of which must have been in management, administration, or consultation and four (4) years of which must have included line or functional supervision.

OR

Education:

Graduation from a two-year Associate Degree nursing program;

AND

Experience:

Eleven (11) years of experience in nursing, four (4) years of which must have been in management, administration, or consultation and four (4) years of which must have included line or functional supervision.

Certification/Licensure Requirements:

Must have a valid license to practice as a Registered Nurse and/or Nurse Practitioner in the State of Mississippi.

*Must possess approved certificate in area of practice.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Performs all functions and exercises all authority necessary in administering the operations of a health services bureau.

Plans, directs, and coordinates the activities of a bureau through various specialized managerial, professional, and technical personnel.

Serves as liaison between the Executive Director, the Deputy Administrator, and the various staff within the Bureau.

Ensures coordination of activities of the Bureau with other Bureaus within the agency.

Directs and approves fiscal, accounting, expenditure, and budgeting activities for the Bureau.

Directs and approves human resource, activities for the Bureau, including appointments, promotions, salary adjustments, training, performance management, and discipline.

Collaborates with providers of services to achieve organizational goals.

Formulates Medicaid health-care policies, rules and regulations as necessary.

Renders educational and consultative services in health matters to public officials, voluntary health agencies, communities, professional groups, and the like.

Gives clinical and administrative leadership to all phases of programs within the Bureau.

Organizes, conducts, and supervises special pilot and research projects.

Serves as liaison to agency officials and personnel, providers of service, public officials, other public and private agencies, and/or the general public.

Maintains effective public relations with public and private sector clients and colleagues, including interpreting and advocating agency policy.

Ensures plans of care are maintained and incorporates new approaches to health care delivery.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.