

## POSITION VACANCY ANNOUNCEMENT

Southeast Arkansas  
Education Service Cooperative  
1022 Scoggin Drive  
Monticello, AR

### Job Title: Regional Medicaid Program Advisor

#### Vacancy to be filled through this announcement:

Northeast Region (Position housed in a educational entity within the Northeast region of Arkansas)

**POSTED: Monday, August 18, 2021 CLOSING: When filled**

**Arkansas Department of Education  
Division of Elementary and Secondary Education  
School Health Services**

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#### **DUTIES**

The Southeast Arkansas Education Service Cooperative (SEARK) is now accepting applications for a Program Advisor for the Arkansas Medicaid in the Schools (MITS) Program administered through the Arkansas Department of Education (ADE). The MITS Program Advisor will maintain regular communication with school districts and be responsible for training, technical assistance and monitoring activities relative to Medicaid billing and operation in a school setting. Training, technical assistance and monitoring focus areas include health related services to promote positive student outcomes; maximize special education supports; personal care certification training for paraprofessionals and nurses; provide training for direct billing procedures for Local Education Agencies (LEAs); assist with the development and implementation of LEA internal controls to ensure accuracy of direct Medicaid billing and appropriate record retention for services billed; facilitate Medicaid match procedures; assist with maximizing LEA potential for Medicaid reimbursement; assist LEAs with developing and maintaining school-based mental health training, certification, and billing protocols; and assist LEAs with annual vision and hearing screening and billing processes. MITS is administered under the ADE School Health Services Unit and the MITS Program Advisor will support School Health Services and Special Education personnel. In-state and out-of-state travel will be required as necessary.

#### **MINIMUM EDUCATION REQUIREMENTS**

The formal education of a bachelor's degree in public administration, educational administration, education, nursing, public health, business, or related field; plus three years of experience in education, public school administration, public school medical billing, or related field. Preferred individual with school-based Medicaid billing experience.

#### **KNOWLEDGE AND SKILLS**

Applicant must possess intermediate level computer skills (Excel, Word, Power Point and Outlook); ability to maintain confidentiality; strong oral and written communication skills; ability to meet deadlines; attention to detail; ability to work collaboratively and independently to achieve program goals; ability to problem solve; strong organizational skills; ability to read, interpret and apply laws, rules, and regulations.

#### **CERTIFICATES, LICENSES**

- Must possess a valid Arkansas driver's license

#### **APPLICATION SUBMISSION**

**Hiring Official: Jerri Clark, School Health Services Director 501-683-3604**

Complete the [Southeast Arkansas Cooperative Online Application](https://se.sesc.k12.ar.us/212390_3) at [https://se.sesc.k12.ar.us/212390\\_3](https://se.sesc.k12.ar.us/212390_3)

Upload Resume with the online application and submit resume via email to [jerri.clark@ade.arkansas.gov](mailto:jerri.clark@ade.arkansas.gov)