#16-01-The Oklahoma Insurance Department has an opening in the MAP (Medicare Assistance Program) Division for a Grant and Contracting Coordinator. The salary range is $32,000 to $40,000. **Submit résumés angie.fields@oid.ok.gov**
This position is open until filled.

DEFINITION

Under supervision of the Divisional Director, assist with the writing, maintaining and monitoring of all the grants which fund this program, as well as the contractual relationships with contracted agencies. Assist the Division Director in the oversight of grant fund expenditures. Provide support services to Medicare and Medicaid beneficiaries via phone, email and in person.

DUTIES AND RESPONSIBILITIES

- Assist the Director with writing, maintaining and monitoring all grants proposed by ACL, CMS, or any other grant opportunities
- Monitor the performance of all contracts with MAP Partners for contractual compliance
- Conduct counseling by phone, email and in person with individuals making inquiries regarding Medicare, Medicaid, Medicare Supplement policies, Long Term Care insurance and other health insurance benefits to determine what type of intervention, counseling and assistance our program may provide
- Assist with the scheduling, planning and implementing MAP- related activities including but not limited to senior related events, producer training, volunteer training, speaking engagements and presentation at health-related conferences.
- Act as primary contact for contracted partner agencies for day-to-day communications.
- Assure inventory is maintained for all educational materials.
- Work with the Communications Department to get information in the hands of those parties that need it, both internally and externally. This includes developing new materials, creating packets for events, and submitting information for social media and the OID website.
- Research issues that are presented to the department by Medicare beneficiaries that are of an unusual nature, utilizing resources found within the OID, other government agencies, private insurance companies and the internet. Communicate the resolution to other interested parties for the purpose of shared learning.
- Maintain current and accurate financial records of all department expenditures, working closely with the Comptroller division to assure all grant funds are expended appropriately and in a timely manner.
- Continually look for ways to improve department efficiency and effectiveness.
- Perform related work as required and assigned.
- Significant in-state travel required, and potentially some out-of-state on rare occasions.

KNOWLEDGE AND SKILLS

Knowledge of Medicare and Medicaid benefits, laws, regulations and their applications to Medicare Supplemental Insurance and related senior health insurance, to include Medicare Part A, Part B, Part C and Part D. Have a working knowledge of the Oklahoma Insurance Department and the complex interactions with other federal and state agencies. Have knowledge of trends in Medicare/Medicaid fraud, abuse and errors.

Qualified applicants must exhibit excellent verbal and written communication skills with an emphasis in non-invasive communication skills and techniques with the senior adult population and a basic knowledge of senior adults' social needs. Must possess skills and knowledge of public speaking. Must exhibit willingness to follow directions, capable of organizing and prioritizing day-to-day activities and possess critical thinking and decision-making skills. Have the ability to organize time efficiently, maintain effective working relationships with individuals and organizations and have the ability to handle confidential information with discretion. A qualified candidate must be able to work independently with minimal supervision.

EDUCATION AND EXPERIENCE

A minimum of a Bachelor's degree required, preferably in a healthcare or social services field. Experience in writing and managing grants preferred. Experience in managing and maintaining financial records preferred.

Individual may be required to pursue NAIC designations as job duties require.

NOTE: Employees of the Oklahoma Insurance Department cannot have an immediate relative who is financially interested, directly or indirectly, in any insurer, agency or insurance transaction (except as a policyholder or claimant). The selected applicant must not have a felony conviction and must pass a background check. Individual may be required to pursue NAIC designations as job duties require.

Employees of the Oklahoma Insurance Department are unclassified employees of the state. For benefits offered by the State of Oklahoma to employees of the state, please use this link to access the Office of Personnel Management benefits page at http://www.ok.gov/opm/HR_and_Employee_Services/index.html

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