

#16-04-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](mailto:angie.fields@oid.ok.gov)**  
This position is open until filled.

### **DEFINITION**

Under supervision of the Divisional Director, this position is responsible for writing grants, processing and tracking grant expenses and maintaining detailed reports of grant funds, 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 beneficiaries via phone, email and in person.

### **DUTIES AND RESPONSIBILITIES**

- Work with the Divisional Director to complete grant applications and, once awarded, maintain and monitor all grant-related activities to assure compliance with all grant requirements made by the funding organization.
- Work with the Divisional Director to create and monitor all contracts with MAP partners, assuring that downstream partners comply with all grant requirements.
- Conduct counseling by phone, email and in person with individuals making inquiries regarding Medicare, 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 presentations at health-related conferences.
- Act as primary contact for contracted partner agencies for grant-related issues.
- Maintain inventory of all educational materials.
- Assist with fulfillment activities such as creating packets for events and shipping materials to partner agencies
- 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.
- Some in-state travel required, and potentially some out-of-state on rare occasions.

### **KNOWLEDGE AND SKILLS**

Qualified applicants must have excellent writing skills and the ability to organize data and information into a cohesive, comprehensive grant application, as well as the ability to create required reports to funding agencies at the prescribed intervals. Must have excellent organization skills and the ability to organize time effectively to meet critical deadlines as part of long-term projects. The successful candidate must also have the ability to maintain meticulous financial records of all grant expenditures, including monitoring invoices from contracted partners to ensure all expenditures are allowed according to the grant terms and conditions and other governing documents. 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 would be helpful. Working knowledge of the Oklahoma Insurance Department and the complex interactions with other federal and state agencies would be useful.

Qualified applicants must exhibit excellent verbal 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 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](http://www.ok.gov/opm/HR_and_Employee_Services/index.html)**  
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