



## Job Description

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<b>TITLE:</b>	<b>Health Care Assistance Program Manager (HCAP Manager)</b>	<b>JOB CODE:</b>	3175
<b>DEPARTMENT:</b>	County Executive Office	<b>FLSA:</b>	Exempt
<b>PREPARED:</b>	November 2005	<b>FLSA CLASS:</b>	Administrative
<b>UPDATED:</b>	August 31, 2020	<b>LOCATION:</b>	Aztec, NM

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**Summary:** Under the direction of the County Manager's office, the HCAP Manager is responsible for the overall operations of the Health Care Assistance Program. Independent judgment is required to plan, organize, implement, administer, and evaluate various healthcare assistance programs. These programs are designed to give assistance to pay for health services to the qualifying public. This administrative professional shall have excellent inter-personal skills to work cooperatively with eligible community members to assure appropriate availability of services is provided in an effective and efficient manner.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Plan, prepare, and submit annual budget for County Commission approval. Develop and submit strategic plan, implement strategies and goals and analyze results. Prepare and analyze financial data and trends, budget forecasting, analyze variances, and initiate correction action. Prepare "what if" scenarios with respect to a variety of rates to claims and costs.
- Ensure all State statutes, County policies, and community needs are met when administering the various assistance programs. Ensure all recipients meet required qualifications.
- Negotiate, administer, and monitor all contracts relating to County programs.
- Ensure all aspects of qualified health claims and burial/cremation claims are processed accurately, retained, and reconciled.
- Plan, coordinate, and conduct community health related activities, i.e. Medicaid enrollment, health fairs, various presentations, etc.
- Build strategic relations and network with local health agencies. Participate in relevant community meetings, health councils, and committees.
- Identify, apply, and administer related grant programs for new funding sources from proposal to close.
- Serves as the County's HIPAA Privacy Officer; protect private health information for the Health Care Assistance Program and the electronic medical record system.
- Perform other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of federal and state statutes pertaining to indigent health care.
- Knowledge of Medicaid/Medicare programs.
- Understand all aspects in navigating the state and federal legislative system.
- Knowledge of public program planning, development, budgeting, and management; community needs and resources; event planning, and grant development.
- Knowledge of general office skills.
- Knowledge of basic accounting, bookkeeping and medical records.
- Skill in creating policies and establishing agreements with health care providers.

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**Health Care Assistance Program Manager**

- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in planning and implementing policies and procedures.
- Skill in communicating effectively, both orally and in writing, one on one or various group settings.
- Skill in establishing and maintaining effective working relationships with public officials, staff, providers, and the general public.
- Skill in the use of a personal computer and software applications commonly used in program management and federal, state, and local funding sources.
- Ability to maintain and handle confidential information that are of a sensitive nature.

**Education and Experience**

- Bachelor's Degree in Public/Business Administration, Health, Social Work, or related field. A minimum of four (4) years' experience with public program management, healthcare claims, Medicaid/Medicare program administration, social service programs; or an equivalent combination of education and work experience sufficient to perform the duties of the position.
- Presumptive Eligibility Determiner (PED) certification, preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports. May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____