



# POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.  
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

**DIVISION OF EARLY INTERVENTION AND SPECIAL EDUCATION SERVICES**    October 9, 2019  
INTERAGENCY COLLABORATION BRANCH

**POSITION TITLE:**        Education Program Specialist I,  
   Autism Waiver Provider Liaison

**POSITION NUMBER:**    Contractual 102236 (JobAps #19-005055-0037)

**SALARY:**                    State Salary Grade 21  
   Annual Salary Range: \$63,925 - \$93,364

**LOCATION:**                   Nancy S. Grasmick Education Building  
   200 West Baltimore Street  
   Baltimore, MD 21201

**NATURE OF WORK:**    This is a contractual position responsible for the coordination and implementation of the quality assurance components of Maryland's Autism Waiver, including conducting monitoring site visits for all Autism Waiver provider agencies Statewide, analyzing data, writing monitoring reports & requiring corrective action plans when appropriate. This position oversees the reportable events process, Autism Waiver provider approval process & provider technical assistance / training.

**DUTIES AND RESPONSIBILITIES:**    Serves as a liaison for Autism Waiver provider agencies throughout Maryland & as a technical specialist for the implementation, quality assurance & expansion of the Autism Waiver, including leading the Provider Interagency Medicaid Monitoring Team (PIMMT) & determining service provider compliance with applicable Medicaid and Code of Maryland Regulations (COMAR). Conducts on-site reviews & technical assistance, analyzes Medicaid paid claims, tracks data, analyzes trends & disseminates accurate information through written correspondence & telephone contact. Supports the Interagency Medicaid Monitoring Team's compliance check process for Local School Systems (LSSs), Local Lead Agencies (LLAs) & nonpublic schools related to Autism Waiver services. Ensures collaboration & timely processing of all Autism Waiver reportable events, inquiries from Autism Waiver stakeholders & policy / procedure guidance developed in conjunction with the Maryland Department of Health to ensure the Autism Waiver program is operating in compliance with State & federal regulations.

**MINIMUM QUALIFICATIONS:**        **EDUCATION:** A Master's Degree or equivalent 36 post baccalaureate credit hours in Special Education, Public Health, Psychology, or a related field.

**EXPERIENCE:** Four (4) years professional experience in training staff that must include administrative and/or supervisory experience, or administration of a public health or special education program or a program serving individuals with disabilities; experience with Medicaid services or Home and Community Based Waivers is required.

**NOTE:** Two additional years of experience as defined may substitute for the Master's Degree.

**ESSENTIAL REQUIREMENTS:**        Knowledge of trends, regulation, policies, and issues affecting Medicaid, Maryland's Autism Waiver & the implementation of quality assurance plans; skill with program implementation, monitoring & evaluation; skill in preparing & leading Statewide workshops & trainings; ability to manage multiple tasks; skill in presenting technical information; ability to establish & maintain harmonious working relationships; ability to communicate clearly & effectively both orally and in writing.

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](http://marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Education Program Specialist I, Autism Waiver Specialist CTR# 102236 - (JobAps #19-005055-0037)**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

*Appropriate accommodations for individuals with disabilities are available upon request.*

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the state are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

For immediate consideration please submit your application by **October 23, 2019** – Open until filled.

The Maryland State Department of Education provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.