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Program Integrity Program Coordinator- Denver Human Services

City and County of Denver · Denver, CO (On-site) · 1 week ago · **6 applicants**



\$24.90/hr - \$37.35/hr (from job description) · Full-time · Entry level



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Skills: Medicaid, Reliability, +2 more

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About the job

About Our Job

This posting will accept applications through May 29th. Please apply as soon as possible.

Denver Human Services provides support to one in three Denver residents. We envision a healthy community where people are connected, supported, safe, and well. Our services include food, cash and medical benefits, child support and veteran services, child welfare and adult protection, work opportunities, and more. If you are committed to supporting the health and strength of the community and want to be a part of an engaged workplace, we'd love to work with you!

Diversity in the City

The City and County of Denver is committed to cultivating a culture of equity, diversity, and inclusion. This commitment is woven into our values and belief that we are strongest when we embrace and celebrate our differences. We aim to have employees who are as diverse as our residents, with different perspectives and unique ways of thinking. If you share these values and our enthusiasm for equity, we encourage you to apply to join our team.

The Performance Improvement and Accountability Division (PIAD) of Denver Human Services is seeking out a flexible, adaptable, and detail-oriented individual to serve as a Program Coordinator for the Program Integrity Team in the Fraud Claims and Recovery Unit. In this role, you will review the Fraud Claims and Recovery Unit's program operations for compliance, identify program strengths and weaknesses and problem areas of non-compliance, recommend corrective action, and instruct individuals and groups on proper methods and procedures for compliance with program regulations. You will also interpret and explain policies, processes, applicable laws, rules, regulations, and guidelines related to Claims, Intentional Program Violations (IPV), Repayment Agreements and Collections, Criminal Cases, and Tax Intercepts for SNAP, TANF, Medicaid, Adult Financial and CCCAP programs and will function as an information clearinghouse for program questions and provide information and advice to Fraud Claims Investigators, other employees of DHS, and clients on program issues and requirements. Additionally, you will function as a lead within the unit and serve as the lead contact when the Fraud Claims and Recovery Unit Administrator is absent.

Generally, the Program Integrity Program Coordinator:

- Designs, organizes, establishes, and evaluates work processes to ensure delivery of program services and to fulfill program objectives
- Studies existing policies, procedures, and directives and recommends revisions or additions when necessary
- Ensures that Fraud Claim Investigators perform the necessary actions regarding Legal Actions, including installment notes, lump sums, garnishments, and civil and criminal referrals
- Evaluates, prepares, schedules, and oversees training for newly hired and existing Fraud Claims Investigators as needed
- Assists with case reviews, feedback, and reporting to the Leadership team
- Resolves routine problems encountered during daily operations and determines appropriate solutions
- Provides work instruction and assist employees with difficult and/or unusual assignments when directed
- Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion as needed
- Performs other duties as assigned

About You

Our ideal candidate will have:

- At least 5 years of experience working with public assistance programs (SNAP, Colorado Works, Long Term Care, Adult Financial, Medicaid and CCCAP)
- At least 2 years of experience in establishing claims and IPVs, pursuing collections, and pursuing any type of Legal Action (Civil/Criminal)
- Proficiency in the new CBMS and CHATS systems
- Previous experience as a lead worker or Program Coordinator
- Values rooted in integrity, reliability, and teamwork

We realize your time is valuable so please do not apply if you do not have at least the following required minimum qualifications:

- Education: Graduation from high school or the possession of a GED, HiSET or TASC Certificate
- Experience: Five (5) years of technical or administrative experience performing standard research and evaluation, case management, and/or implementing work processes
- Education & Experience Equivalency: One (1) year of the appropriate type and level of education may be substituted for each required year experience

About Everything Else

Job Profile

CA1715 Program Coordinator

To view the full job profile including position specifications, physical demands, and probationary period, click here.

Position Type

Unlimited

Position Salary Range

\$24.90 - \$37.35

Starting Pay

Although our full pay range is included above, the budgeted hiring range for this position is \$24.90 - \$31.12.

Agency

Denver Human Services

The City and County of Denver provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, national origin, disability, genetic information, age, or any other status protected under federal, state, and/or local law.

For information about right to work, click here for English or here for Spanish.

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Base salary
\$24.90/hr - \$37.35/hr (from job description)

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