



## Veteran-Directed Care Program Coordinator

### Position Description:

The Veteran Directed Care (VDC) Program Coordinator will provide oversight and coordinate program operations of the Department's VDC Program in collaboration with the VA Medical Center (VAMC), Financial Management Service (FMS), and participating local Supports Planning agencies.

The VDC program provides veterans with opportunities to self-direct their long term services and supports to continue living independently at home. Participants manage their own flexible budgets, decide what mix of goods and services best meet their needs, and hire and supervise employees.

The Coordinator will act as the primary liaison between program partners, ensure compliance with regulations and protocols, and oversee monthly billing and payment processes. The primary responsibilities include:

- Day-to-day management of program operations;
- Training and technical assistance for VDC Supports Planners;
- Working with fiscal staff and FMS to track, review, and submit billing and payment information;
- Setting, revising, and disseminating program policies, as needed;
- Developing and overseeing program contracts and procurements, in collaboration with Department staff;
- Quality assurance, monitoring, and reporting;
- Managing the expansion of the program to additional participants and service areas in coordination with program partners; and
- Assisting with other Long Term Services Division and Department needs.

The Coordinator position is a full-time, contractual position working on-site at the Maryland Department of Aging office, 301 W. Preston St, #1007, Baltimore MD 21201, with oversight from the Director of Long Term Services.

### Minimum Qualifications:

- Education: A bachelor's degree from an accredited college or university.
- Experience: Two years of program administration work.

### Preferred Qualifications:

- Experience working for a home and community-based services program; Program oversight and leadership experience; Experience in fiscal processing; Detail oriented and able to manage multiple priorities simultaneously; Proficiency in Microsoft Excel.

### Compensation and Benefits:

Salary is commensurate with experience, not to exceed \$56,000 annually. Full time contractual employees are eligible for subsidized health benefits coverage for themselves and their dependents and up to 40 hours paid leave per calendar year.

Apply: Send resume and cover letter to [liz.woodward@maryland.gov](mailto:liz.woodward@maryland.gov) by June 24, 2021.