**Job Class: Office and Administrative Specialist, Senior**

**Working Title: Office & Admin Specialist Sr**

* **Job ID:** 57294
* **Location:** Vadnais Heights
* **Full/Part Time:** Full-Time
* **Regular/Temporary:** Unlimited
* **Who May Apply**: Open to all qualified job seekers
* **Date Posted**: 07/20/2022
* **Closing Date**: 08/02/2022
* **Hiring Agency/Seniority Unit**: Human Services Dept / DHS Central Office AFSCME
* **Division/Unit**: DCT Support Services / DCT Administration
* **Work Shift/Work Hours**: Day Shift
* **Days of Work**: Monday - Friday
* **Travel Required**: No
* **Salary Range:** $19.87 - $26.89/hourly; $41,488 - $56,146/annually
* **Classified Status**: Classified
* **Bargaining Unit/Union**: 206 - Clerical/AFSCME
* **Work Area**: Vadnais Heights, MN
* **FLSA Status**: Nonexempt
* [Connect 700 Program Eligible: Yes](https://mn.gov/mmb/careers/diverse-workforce/people-with-disabilities/connect700/)

**Job Summary**

The Credentialing Specialist handles the credentialing/privileging and re-credentialing of the Direct Care & Treatment Medical Staff and Allied Health Professionals. The Credentialing Specialist ensures that effective medical staff practices and credentialing and privileging processes are in place meeting all applicable Joint Commission standards, CMS Conditions of Participation and MN Department of Health requirements to support quality clinical care and patient safety across the system.

Responsibilities include but are not limited to:

* Perform all tasks associated with the credentialing/privileging and re-credentialing process.
* Exercise judgment in appropriate pathways/decision trees for completion of documentation.
* Track professional practice evaluations to ensure compliance.
* Maintain up-to-date data for each provider in tracking systems; ensure timely renewal of licenses, certifications, and malpractice insurance.
* Maintain all documentation in an appropriate and secure manner.
* Communicate with stakeholders efficiently and collaboratively.
* Maintain copies of current state licenses, DEA certificates, malpractice coverage and any other required documents for all practitioners.
* Maintains confidentiality of practitioner information.
* Monitor information obtained through the credentialing process to assure application/reapplication is completed by deadline.
* Communicates unusual and/or complex content in a clear manner and keeps supervisor and/or quality officer apprised of concerns as needed.
* Assists with ensuring files are accurate for regulatory surveys as needed.
* Leads projects and meetings as agreed upon with Medical Staff Credentialing supervisor.
* Provides back up coverage to department as needed.
* Other duties as assigned.

**Minimum Qualifications**

Knowledge of:

Medical Terminology

Skill in:

* Credentialing/privileging in a healthcare organization
* Customer service sufficient to correspondence via email to providers and clients in the credentialing process
* Data entry sufficient to maintain accurate records

Ability to:

* Utilize Microsoft Office Suite
* Learn, understand, and apply the medical terminology within three months of hire

**Preferred Qualifications**

* Certified Provider Credentialing Specialist (CPCS) Certification
* 4 years of experience credentialing/privileging in a healthcare organization
* Associates Degree
* Our employees are dedicated to ensuring cultural responsiveness. Preferred candidates will have a variety of experiences working effectively with others from different backgrounds and cultures.

**Physical Requirements**

Please request physical requirements from Human Resources.

**Additional Requirements**

This position requires successful completion of the following:

To facilitate proper crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.  
  
REFERENCE/BACKGROUND CHECKS - The Department of Human Services will conduct reference checks to verify job-related credentials and criminal background check prior to appointment.

**Why Work For Us**

You owe it to yourself to check out the exciting and rewarding careers available statewide in Direct Care and Treatment, the behavioral health care system operated by the Department of Human Services.

As a member of our team, you will help support patients and clients with intellectual disabilities, mental illness, chemical dependency and other behavioral health conditions. From doctors, nurses and other direct care staff to facility and operations positions to office and administrative support roles, we've got excellent opportunities at nearly 200 locations throughout Minnesota. Our mission-focused work positively impacts the lives of over 12,000 Minnesotans each year.

The meaningful career you've been waiting for is just a click away. Go ahead, do yourself a favor. Make the next step in your journey #DCTCareers!

We invest in our employees by providing competitive compensation and excellent, comprehensive benefits including low cost medical, dental and vision insurance, employer-paid life insurance, pension and tax-deferred compensation plans, generous vacation and sick leave and 12 paid holidays each year. Many positions are eligible for a hiring bonus, tuition assistance, and even relocation expenses. For more information about #DCTCareers visit our website: <https://mn.gov/dhs/dct-careers/>

Our differences make us stronger and leveraging them helps us create a workforce where everyone can thrive. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace. We do this by developing strong leaders and advocates, increasing cultural competence and understanding among all employees, and removing institutional barriers and attitudes that prevent employees from advancing as far as their talents will take them. We prohibit discrimination and harassment of any kind based on race, color, creed, religion, national origin, sex (including pregnancy, childbirth and related medical conditions), marital status, familial status, receipt of public assistance, membership or activity in a local human rights commission, disability, genetic information, sexual orientation, gender expression, gender identity, or age.

**How to Apply**

Select “Apply for Job” at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:6512593637).

For additional information about the application process, go to <http://www.mn.gov/careers>.

CERTAIN DISABLED VETERANS: Effective August 1, 2012, legislation provides state agencies with the option to appoint certain disabled veterans on a noncompetitive basis if they: 1) meet service requirements and have a verified service-connected disability rating of at least 30%; 2) provide qualifying documentation verifying the disability; and 3) meet all Minimum Qualifications identified in this posting. To be considered under this legislation you must submit all documentation before the closing date.

**Contact**

If you have questions about the position, contact Hanna Lewis at [Hanna.Lewis@state.mn.us](mailto:Hanna.Lewis@state.mn.us)

If you are a [Connect 700](https://mn.gov/mmb/careers/diverse-workforce/people-with-disabilities/connect700/) applicant, please email your certificate and the job posting ID# to Katelyn Hillers at [Katelyn.Hillers@state.mn.us](mailto:Katelyn.Hillers@state.mn.us) by the position close date.

If you are an individual with a disability and need an ADA accommodation for an interview, you may contact the Department of Human Services’ ADA Coordinator at [651-431-4945](tel:651-431-4945) or [DHS\_ADA@state.mn.us](mailto:DHS_ADA@state.mn.us) for assistance.

**AN EQUAL OPPORTUNITY EMPLOYER**

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at [651-259-3637](tel:6512593637) or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance you need.