

Plan Management Specialist II

JOB DESCRIPTION

The Arkansas Health Insurance Marketplace (AHIM) was created to manage and implement a state-based health insurance exchange in Arkansas in accordance with state and federal law. AHIM was established by the 89th Arkansas General Assembly 2013 Regular Session by ACT 1500 and is a nonprofit public benefit corporation.

Position Title: Plan Management Specialist

Reports To: Director of Policy and Compliance

Position Summary:

AHIM is the responsible party for certifying and managing the Qualified Health Plans (“QHP”) sold in Arkansas. AHIM is seeking a Plan Management Specialist to support AHIM with plan management activities. This includes the QHP certification process, as well as other administrative functions of managing QHPs. The ideal candidate will have a minimum of 3 years of experience in a managerial role in a business to business environment and/or a minimum of 5 years of experience with computer operations and technical documentation. Previous experience with health insurance, regulatory compliance, and government programs will add value in this role.

Duties:

- Works with internal staff to assess and resolve technical software issues.
- Assists with creating and implementing operational processes.
- Creates and maintains training materials.
- Documents and reports plan management activities.
- Assists with drafting internal and external communication.
- Creates and manages relationships with participating health insurance companies, third-party vendors, and government organizations that interface with the marketplace.
- Maintains current knowledge of industry standards and policy issues.
- Maintains knowledge base of administrative resources and program tools.
- Performs other duties as necessary as assigned by the Director of Policy and Compliance.

Qualifications and Educational Requirements:

- Bachelor’s degree from an accredited college or university.
- Knowledge of the Affordable Care Act preferred, but not required.
- Knowledge of healthcare and experience in health insurance or health-care policy preferred, but not required.
- Consistent and measurable performance.
- Strong research, writing, and communication skills.
- Experience creating professional documents for high level distribution.
- Experience in making public presentations.
- Goal oriented at the organizational, project, and personal levels.
- Demonstrated ability to plan projects and meet deadlines.
- Proven efficiency and accountability for time.
- Comprehension and analysis of technical instructions.

Please send cover letter and resume in .pdf format to Employment@ARMarketplace.com by 5:00pm CDT on July 6, 2016 with “Plan Management Specialist II” in the subject line.