

## **Plan Management Specialist**

### **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 seeking an experienced Plan Management Specialist to support AHIM with the Qualified Health Plan (“QHP”) certification standards and process. The ideal candidate will have a strong understanding of federal and state regulatory process, be highly motivated and self-driven. Previous experience with health insurance, regulatory compliance and/or government programs would be beneficial in this role. Excellent organizational and time management skills with a high attention to detail is required.

#### **Duties:**

- Oversees all plan management activities including establishment of annual plan certification standards.
- Oversees work of plan management contractor.
- Serves as liaison to Arkansas Insurance Department (“AID”) for QHP certification work.
- Responsible for carrier “account management” activities.
- Conceptualizes, determines, and presents alternatives and/or advancements for QHPs for the benefit of Arkansans.
- Provides updates to AHIM staff and contractors regarding QHP certification issues and concerns.
- 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.
- Experience in health insurance and/or regulatory compliance.
- Must work well within a team and within a demanding, often-public environment.
- Ability to prioritize, work on tight deadlines and work on multiple projects
- 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.
- Excellent judgment, the ability to communicate openly among colleagues at all levels, a “hands-on” approach, and the ability to think strategically and produce strong results.
- Must be comfortable and effective in making public presentations.
- Must have strong analytical, writing, and negotiation skills.
- Demonstrated maturity and capacity to navigate a complex structure and respond to shifting and fluid priorities.

Please send cover letter and resume in .pdf format to [Employment@ARMarketplace.com](mailto:Employment@ARMarketplace.com) by 5:00pm CDT on July 3, 2015 with “Plan Management Specialist” in the subject line.