



# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **Outreach Services Specialist Medicaid Fraud Control Unit**

The Outreach Specialist will work on behalf of the Medicaid Fraud Control Unit to expand community awareness throughout the state of the unit's jurisdiction and of its availability to the public. This position reports to the Director of the Medicaid Fraud Control Unit.

### **Duties**

- Coordinate the public-awareness efforts of all members of the unit engaged in addressing members of the public in an effort to raise public awareness of the unit, and encouraging the reporting to the unit of suspected Medicaid fraud, patient abuse, and patient neglect.
- Designing and plan educational workshops to teach members of the public and the provider community about the work of the unit, and increase public awareness of Indiana's False Claims Act, whistleblower protection and compensation, the identification of Medicaid fraud, warning signs of medical and other patient neglect, reporting of neglect and patient abuse, and all other matters that would enable a member of the public to refer an appropriate complaint to the unit for investigation.
- Identify key community service providers and create partnerships with them to reach into their communities to accomplish the unit's outreach goals.
- Perform other duties and complete special projects as assigned.

### **Qualifications**

- Bachelor's degree from an accredited college or university.
- Strong written and oral communication skills.
- Self starter with exceptional organizational skills to be able to orchestrate outreach events from beginning to end, including planning, marketing and execution.
- Ability to work well as part of a healthcare oversight team.
- Proficient in computer skills, including Microsoft Word, Excel and Outlook.
- Willing to travel and work evening and weekend hours as needed.