



ACTR

transportation for everyone
388-1946 TDD 711 www.actr-vt.org
Since 1992



MEMO

TO: All ACTR and STSI Staff
FROM: Jim
DATE: November 16, 2016

Re: Non-Emergency Medical Transportation

As you know from previous Staff Newsletters, VPTA (the Vermont Public Transportation Association) was recently awarded the contract for statewide administration of Medicaid NEMT (Non-Emergency Medical Transportation). All of the agencies in the state, including ACTR and Stagecoach, will continue to provide Medicaid transportation as we do today – it will just be administered through VPTA rather than directly between the agencies and the state.

In order for VPTA to administer the new statewide contract, it will need to hire two staff positions. The first, a Program Manager, will have primary responsibility for the program and is currently being openly advertised. The second, an Administrative Assistant, will be advertised after the Program Manager has been hired. The office location for these positions will be negotiable.

I am attaching a copy of the Program Manager job ad which is currently out to area newspapers and to internet job sites. This position will also be posted on the websites for both ACTR and STSI.

We would appreciate it if you would pass this job description along to anyone you feel might be interested. In addition, should you yourself be interested, please present an updated copy of your resume to Shari.

Thank you.

Program Manager

Vermont Public Transportation Association (VPTA), a 501c(3) not for profit, the Statewide Medicaid transportation broker working collaboratively with member agency transportation providers around the state to provide Medicaid transportation, is seeking a Program Manager.

PRINCIPAL DUTIES:

Manage the VPTA Office, review invoices, distribute weekly payments, answer client questions or complaints and/or direct their responses to member agencies, and provide required reports to state agencies.

Position hires, trains, and manages the Administrative Assistant.

Establish and maintain honest, prompt, and professional relationships with state agencies, particularly the Vermont Department of Health Access (DHVA). Provide required reports to them on a timely basis. Comply with all their requirements, policies, contracts, etc.

Work with member agencies on acquiring their data on a timely and properly-formatted basis to send to DHVA, plus manage project finances; oversee the accounting and processing of payments, audits, tax reporting monthly and annual financial reports. Education – four year college degree

Must have computer skills and the ability to work for a Board of Directors, manage a small call center and have excellent communication skills.

Salary commensurate with skills, and benefit package.

Submit resumes to:

VPTA Search Committee
2091 Main Street
Colchester, Vermont 05446



*VPTA is an Equal
Opportunity Employer.*