# DMAHS IS HIRING

**Job title**: Housing Program Assistant

**If interested**: Please email resumes/cover letters to: DMAHS.HousingSupports@dhs.nj.gov

**Closing date**: 2/6/2026

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## Job Description

The Division of Medical Assistance and Health Services (DMAHS) is looking for one **Housing Program Assistant** to support the ongoing operations of the Housing Supports program as well as provide general support related to the Division's housing initiatives, including Healthy Homes. DMAHS is the state agency that administers the state's NJ FamilyCare (Medicaid) program.

*Housing Supports* is a new NJ FamilyCare benefit authorized through the 1115 Waiver that provides eligible NJ FamilyCare beneficiaries with access to a suite of supportive housing services including pre-tenancy and tenancy sustaining case management, home modification and remediation, and move-in supports (i.e., security deposits, furnishings, pantry stocking). Housing Supports is managed exclusively by the state's five Managed Care Organizations (MCOs), Aetna, Fidelis, Horizon, UnitedHealthcare, and Wellpoint. DMAHS serves as the regulatory agency responsible for both developing and enforcing the program's rules and guidelines.

*Healthy Homes* is a DMAHS initiative in partnership with the NJ Department of Community Affairs in which DMAHS is supporting the development of affordable units for homeless Medicaid beneficiaries. DMAHS provides ongoing monitoring and directly oversees the program to ensure financing, member placement, and unit selection all occur within the program's guidelines.

The primary responsibility of the Housing Program Assistant will be to provide day-to-day operational support to ensure ongoing success of the Housing Supports program. This position will have a focus on:

- MCO oversight, accountability, monitoring, and reporting
- Ensuring compliance with CMS rules and guidelines of the 1115 Waiver through completion of CMS deliverables and reporting
- Conducting analysis and reviewing program data to identify trends and inform decision making
- Development and expansion of housing policy through a variety of channels including the 1115 Waiver
- Supporting the management of partners engaged with the Housing Supports program
- Supporting the allocation of grant funding to CBOs

This position will also provide direct support to DMAHS staff overseeing the Healthy Homes program.

- Supporting oversight and monitoring of all partners including MCOs, DCA, members, developers, landlords, and other stakeholders as identified
- Supporting DMAHS staff with unit allocation and member selection

- Supporting ongoing program improvements by attending partner meetings and facilitating edits to program guidance and other program materials

In addition to maintaining the day-to-day operations of current DMAHS housing programs, the Housing Program Assistant will also be expected to work with the housing team to develop strategies and refine existing policy to further expand DMAHS's role in housing programming.

## Requirements

- Graduation from an accredited college or university with a Bachelor's degree.
- Ideally, your education and/or professional experience reflect a desire to improve the lives of vulnerable individuals.
- Prior work experience or additional education is not required but preferred.
- Prior experience working with social services, homelessness services, or Medicaid is not required but preferred.
- Prior experience with Microsoft Office is preferred.

## Duties

- Maintain shared program inbox and respond to constituent referrals/inquiries as they arise.
- Develop tracking systems and processes to manage and memorialize outcomes of referrals and policy decisions.
- Attend various meetings, including but not limited to: weekly housing supports working team, monthly housing supports steering committee, bi-weekly DCA provider readiness grants working team, weekly Camden Coalition meeting, bi-weekly HMFA meeting, regular MCO and stakeholder meetings, Healthy Homes meetings, and other housing meetings as needed.
- Review and analyze Housing Supports and Healthy Homes monitoring reports to ensure compliance with program guidance and requirements.
- Complete data tracking, analysis, and develop narrative reports as required to meet CMS monitoring and quality requirements.
- Develop and monitor performance measures, initiate corrective action plans, and align with MCOs on actions to resolve deficiencies.
- Prepare materials for peer review during internal performance accountability review meetings using PowerPoint and/or other data visualization tools.
- Provide technical assistance regarding billing, claims, reporting, enrollment, and/ or credentialing to providers and MCOs.
- Review and provide technical assistance and guidance on initial member denials and/or other complex case scenarios.
- Regularly review the Managed Care contract and recommend revisions as needed to account for programmatic changes.
- Other related duties as assigned
    a. In addition to supporting the Housing Supports services, the Housing Program Assistant will also support DMAHS's Healthy Homes initiative as well as other housing initiatives.

Applicants with first-hand lived experience of Medicaid, or other social service programs and want the opportunity to use their experiences and knowledge to help inform Medicaid programming and policy decisions are encouraged to apply.