



2019-2020

STAR OF THE NORTH FELLOWSHIP

DEPARTMENT OF HUMAN SERVICES – DIRECT CARE & TREATMENT

OVERVIEW:

Second or third year Law Student with interest in working in the field of healthcare contracting and a broad array of compliance activities. This position will be involved in the development of requests for proposals including: identifying program needs, drafting proposal language, developing scoring and evaluation tools for proposals and product demonstrations. The position will be responsible, under the supervision of licensed attorney(s), for the drafting of contracts to be entered into by the Direct Care and Treatment Division. The position will assist in developing the annual work plan for corporate compliance activities for Direct Care and Treatment across business areas which include substance abuse treatment, community based services, security hospital and the sex offender program.

This position will work daily with the Director of Compliance as well as other staff involved with finance, accounting and government procurement. This candidate will be involved in assisting a variety of programs and will of necessity be required to manage time and tasks to meet a variety of demands.

WHAT YOU WILL LEARN:

Basic State procurement systems including needs identification, procurement methods, proposal evaluation and contracting. Compliance organization and work program development, state conflicts of interest and ethics law; Minnesota Government Data Practices; Health Information Portability and Accountability Act;

WHAT WE REQUIRE:

An independent and motivated second or third year law student with interest in the intersection of government programs and healthcare operations and an understanding of the variety of compliance activities which may appear regularly or intermittently.

ADDITIONAL INFORMATION:

DHS 444 LAF building

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities. If you are an individual with a disability who needs assistance or cannot access the online job application and search tools, please contact the job information line at 651.259.3637. Please indicate what assistance is needed.