



Favor TechConsulting, LLC (FTC) a CMS SPARC prime, is seeking a Technical Writer to support the Centers for Medicare and Medicaid Services (CMS). The candidate will coordinate with multiple sources to collect and consolidate documentation needed to develop executive and program level briefings.

Essential Job Functions & Responsibilities

- Work with internal teams to obtain an in-depth understanding of the product and the documentation requirements
- Analyze existing and potential content, focusing on reuse and single-sourcing opportunities
- Create and maintain the information architecture
- Write easy-to-understand user interface text, online help and developer guides
- Create tutorials to help end-users use a variety of applications

Required Minimum Qualification

- Bachelor's degree in Computer Science, Engineering or equivalent preferred
- 5-10 years of relevant experience
- Basic familiarity with the SDLC and software development
- Strong working knowledge of Microsoft Office
- Excellent written skills in English

Desired Qualifications

- Demonstrated knowledge of healthcare policies and practices in Medicare and Medicaid
- Demonstrated experience in preparing papers and articles in order to disseminate findings and analysis
- Proven working experience in technical writing of software documentation
- Ability to deliver high quality documentation paying attention to detail

In addition, U.S Citizenship is required. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information and be able to obtain a government-granted security clearance. Individuals may also be subject to a background investigation including, but not limited to criminal history, employment and education verification, drug testing, and creditworthiness.

Favor TechConsulting is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, or genetic information.