



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

BRYCE HOSPITAL
1651 RUBY TYLER PARKWAY
TUSCALOOSA, AL 35404
205-507-8000
WWW.MH.ALABAMA.GOV



Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

Audrey McShan
Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE:	Planning & Quality Assurance Spec IV	OPEN DATE: 8/30/2024
		CLOSE DATE: Until Filled
JOB LOCATION:	Bryce Hospital Tuscaloosa, Alabama	NUMBER: 24-21
		JOB CODE: Q4000

SALARY

- Range 80 (\$61,063.20- \$102,664.80 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Continuous opportunities for acquiring CEU’s needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- Master’s degree in Planning, Public Administration, Business Administration, or related field.
- 60 months or more considerable progressively responsible experience in planning and research.

NECESSARY SPECIAL REQUIREMENT

- Possession of, or eligibility for, license or certification, if required for the particular discipline.

KIND OF WORK

- Organizes, coordinates, and conducts activities to maintain the Joint Commission Accreditation, Quality Improvement Program and Planning function.
- Develops and coordinates implementation of the Bryce Hospital Performance Improvement Program.
- Provides consultation on the Joint Commission standards, particularly the performance improvement function.



- Coordinates and reports the effectiveness of Bryce Hospital's planning function as it involves the programs, facilities, and management activities (Annual Operation Plan).
- Collects and maintains a management information system to submit periodic reports on quality improvement and managerial activities.
- Conducts analytical studies and make recommendations that relate to the hospital's programs policies and procedures.
- Supervises OPPI staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable standards of The Joint Commission on Accreditation of Health Care Organizations, Center for Medicare/Medicaid Services.
- Knowledge of departmental policies and state/federal requirements as set forth by various certifying, licensing, accrediting, and other regulatory agencies.
- Knowledge in development of policies and procedures.
- Knowledge of quality improvement concepts and management principles.
- Knowledge of the Mental Health service delivery system in Alabama.
- Skilled in providing leadership and supervision.
- Ability to chair and assist in the coordination of quality improvement committees and activities.
- Ability to plan and organize workflow and prioritize work activities.
- Administrative ability to effectively coordinate efforts of various people and resources to achieve desired outcomes.
- Ability to analyze information and recommend appropriate action; develop major reports, analyses, and other professional documents.
- Ability to communicate effectively both verbally and in writing.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.