



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**TAYLOR HARDIN SECURE MEDICAL FACILITY**  
1301 JACK WARNER PARKWAY NORTHEAST  
TUSCALOOSA, ALABAMA 35404-1060  
205-462-4500  
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL  
COMMISSIONER

KIMBERLY MCALPINE,  
FACILITY DIRECTOR

**AN EQUAL OPPORTUNITY EMPLOYER  
ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION**

**JOB TITLE:** Planning & Quality Assurance Specialist I

**NUMBER:** 20-32

**JOB CODE:** Q1000

**POSITION NO.:** 8836133

**JOB LOCATION:** Taylor Hardin Secure Medical Facility  
1301 Jack Warner Parkway, Northeast  
Tuscaloosa, AL 35404

**DATE:** 12-18-20

**SALARY RANGE:** 71 (\$35,618.90 - \$53,976.00)

**MINIMUM QUALIFICATIONS:** Graduation from a four-year college or university with a bachelor’s degree in Public Health Administration, Business Administration, Social Work, Speech Education, Psychology, Nursing, Statistical Analysis/Research, or a human services field. Registered Nurses qualify with a diploma or associate degree in nursing. Some experience (12 months or more) in mental health programs. OR Extensive (60 months or more) experience in mental health programs with the Department of Mental Health.

**NECESSARY SPECIAL REQUIREMENT:** Possession of, eligible for, license or certification, if required for the particular discipline.

**KIND OF WORK:** Assists in monitoring activities that support the safety, care, and treatment of forensic patients. Ensures compliance with appropriate standards for accreditation and certifications. Collects, aggregates, and analyzes statistical data trends, etc. Develops designated reports for presentation to various committees that combine statistical and quality control information. Participates in the data collection/reporting requirements for the Joint Commission Core Measures. Implements and coordinates teams (i.e., process action teams) to evaluate quality and safety related topics.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of quality improvement concepts (performance improvement).
- Knowledge and experience in using a computer and related software programs.
- Knowledge of applicable standards (JOINT and Medicare), requirements department policies, and other applicable state and federal requirements.
- Ability to plan, organize, and prioritize work activities.
- Ability to communicate effectively both verbally and in writing.
- Ability to analyze information and recommend appropriate action.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, 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 required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an Application for Professional Employment (Exempt Classification) which may be obtained from our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **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.

DEADLINE: **Until Filled**

**JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

Click Here to Apply:  
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>