



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



Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

Daphne Kendrick
 Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Planning & Quality Assurance Specialist I **OPEN DATE:** 05/24/2024
CLOSE DATE: Until filled

JOB LOCATION: Taylor Hardin Secure Medical Facility **NUMBER:** 24-11
 1301 Jack Warner Parkway NE **JOB CODE:** Q1000
 Tuscaloosa, Alabama

SALARY

- Range 71 (\$38,541.60 - \$64,437.60 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

- Bachelor’s degree in Public Administration, Health Administration, Business Administration, Social Work, Special Education, Psychology, Nursing, Statistical Analysis/Research, or a human service field. Registered Nurses qualify with a diploma or an Associate’s degree in Nursing.
- 12 months or more experience in Mental Health programs required.

OR

- 60 months or more experience in performing the duties indicated above with the Department of Mental Health.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.



KIND OF WORK

- Collects, aggregates, and analyzes statistical data trends.
- Completes monthly and quarterly reports for presentation to various committees.
- Participates in the development and implementation and monitoring of Performance Improvement Projects
- Ensures the integrity of all audit tools, as related to policy, including noting policy changes that impact these tools.
- Assists in the monitoring activities that support the safety, care and treatment of forensic patients.
- Ensures compliance with appropriate standards for accreditation and certifications.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of quality improvement concepts.
- Knowledge and experience in using a personal computer and related software programs.
- Knowledge of applicable standard (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 orally and in writing.
- Ability to analyze information and recommend appropriate action.

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.

EQUAL OPPORTUNITY EMPLOYER