



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 IV      **OPEN DATE:** 07/19/2024  
**CLOSE DATE:** Until Filled

**JOB LOCATION:** Taylor Hardin Secure Medical Facility      **NUMBER:** 24-17  
 Tuscaloosa, Alabama      **JOB CODE:** Q4000

**SALARY**

- Range 80 (\$59,865.60 - \$100,651.20 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 Public Administration, Health Administration, Business Administration, Social Work, Psychology, Nursing, or Statistical Analysis/Research. Registered Nurses qualify with a bachelor’s degree in Nursing.
- 60 months or more of considerable progressively responsible experience in quality assurance and/or quality improvement programs.
- *Preference will be given to applicants who have worked in mental health programs.*

**NECESSARY SPECIAL REQUIREMENT**



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

#### **KIND OF WORK**

- Coordinates facility wide patient focused performance improvement activities.
- Develops and conducts ongoing performance improvement monitoring and assessment activities.
- Develops designated reports with statistical and quality control information.
- Serves as Chairperson of the Performance Improvement Committee.
- Collects, reviews, and interprets patient care information.
- Assesses facility compliance with federal, state, ADMH, and The Joint Commission regulations and standards.
- Compiles, analyzes, and processes statistical data or trends pertaining to the safety, care, and treatment of forensic patients.
- Completes and maintains appropriate documents, records, and reports for compliance with The Joint Commission.
- Performs other related duties necessary to the effective operation of the facility.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of quality improvement concepts and management principles.
- Knowledge in development of policies and procedures.
- Knowledge of the Mental Health service delivery system in Alabama.
- Knowledge and experience in using a personal computer and related software programs.
- Knowledge of The Joint Commission and 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.
- Skilled in leadership.
- Skilled in supervision.
- Ability to plan, organize, and prioritize work activities.
- Ability to plan, direct, and review the work of others.
- Ability to effectively coordinate efforts of various people and resources to achieve desired outcomes.
- Ability to establish and maintain effective working relationships with various individuals, associates, subordinates, groups, and professionals.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently.
- Ability to analyze information and recommend appropriate action; develop major reports, analyses, and other professional documents.
- Ability to assist in the coordination of quality improvement committees and activities.
- Ability to understand and exercise good judgment in interpreting department policies, federal laws, state laws, and regulations.

#### **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](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

**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.