



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:** 09/13/2024
CLOSE DATE: Until Filled

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

SALARY

- Range 80 (\$61,063.20 - \$102,664.80)
- 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.*

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.
- Serves as Chairperson of the Performance Improvement Committee.



- Develops, performs, and conducts ongoing performance improvement monitoring and assessment activities.
- Compiles, analyzes, and processes statistical data, trends, etc., pertaining to the safety, care and treatment of forensic patients and develops designated reports with statistical and quality control information.
- Collects, reviews, and interprets patient care information and assesses facility compliance with federal, state, ADMH and The Joint Commission regulations and standards.
- 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 of the Mental Health service delivery system in Alabama.
- Knowledge in the development of policies and procedures.
- Knowledge of applicable standards (e.g., Joint Commission on Accreditation of Health Care Organizations, Center for Medicare/Medicaid Services), department policies, and other applicable state and federal requirements.
- Skill in the use of the personal computer and related software.
- Skill in leadership and to chair and assist in the coordination of quality improvement committees and activities.
- Ability to effectively plan, direct, coordinate, and review the 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.
- Ability to plan, organize workflow, and prioritize work activities.

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>

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.