



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
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MONTGOMERY, ALABAMA 36130-1410
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LYNN T. BESHEAR
COMMISSIONER

REVISED
EMPLOYMENT OPPORTUNITY - RE-ANNOUNCEMENT

JOB TITLE: Mental Health Specialist IV
(Provider Network Manager) **NUMBER:** 19-36

JOB CODE: A6600 **DATE:** 01/24/2020

SALARY RANGE: 82 (\$62,529.60 - \$95,316.00) **PCQ#:** 8846234

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

MINIMUM QUALIFICATIONS:

- Master's degree in a human services field, Business Administration, or Public Administration.
 - 60 months or more experience in administration or oversight of mental health community-based service provision.
 - 24 months or more experience in an administrative or supervisory capacity.
- OR**
- 24 months current permanent status as a Mental Health Specialist III with ADMH and experience as indicated above.

Human Service 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.

NECESSARY SPECIAL REQUIREMENTS:

- Ability to work flexible hours, including before and after the established work hours.
- Ability to travel within the state of Alabama, that may include overnight stay and possible out-of-state travel.

KIND OF WORK:

- Recruits/develops the contracted 1115 waiver provider network, to include development/monitoring of provider agreements and contracts.
- Monitors the provider network to ensure support of member choice, dignity and full and integrated participation in the larger community.

Serve • Empower • Support

- Collaborates with DDD executive staff and consultants to design, implement and evaluate the 1115 Waiver Provider Readiness Initiative, effectively utilizing allocated funding.
- Collaborates with the Director of System Transition and Waiver Development to develop and implement innovative policies, procedures and guidance for the 1115 Waiver provider network.
- Collaborates with DDD certification/quality assurance staff to develop effective credentialing/quality improvement processes for potential 1115 Waiver service providers.
- Monitors contracted providers to ensure compliance with contractual requirements and federal/state standards and policies.
- Works with the Director of System Transition and Waiver Development to prepare and maintain required records and reports requested by Alabama Medicaid, CMS, the Alabama Legislature, Governor's office, as well as other entities directed by the Associate Commissioner for DDD.
- Provides documentation that the 1115 waiver program is achieving intended outcomes and that case management and service providers are meeting program requirements.
- Collaborates with audit staff in conducting audit functions related to the 1115 demonstration program in monitoring case management and direct service provider contracts, to monitor program outcomes, as well as utilize results for program improvements and overall management of contracted providers.
- Provides technical assistance to contractors regarding the 1115 waiver demonstration.
- Serves as ADMH and DD representative in collaboration and engagement with external stakeholders.
- Conducts and participates in presentations and trainings.
- Participates in other special projects as assigned by the Director of System Transition and Waiver Development.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the I/DD service delivery system.
- Knowledge of Medicaid Home and Community-Based services for persons with I/DD, including case management and effective/cost-effective provider service delivery models.
- Knowledge of federal and state laws, rules, regulations, and procedures pertaining to I/DD treatment services to include confidentiality, privacy and other client right issues.
- Knowledge of evaluation and monitoring strategies and methodologies.
- Knowledge of continuous quality assessment and improvement strategies and of the distinction between compliance and quality.
- Knowledge of funding systems at the federal, state, and local levels.
- Knowledge of contract management and monitoring.
- Knowledge of and experience in working in/or with Medicaid or disability-related programs, particularly service providers.
- Knowledge of and experience in supporting persons with I/DD, person-centered practices, community inclusion, integrated employment, supported living, and self-directed services.
- Ability to maintain a strong work ethic, be self-motivated, and work well with teams.
- Ability to maintain accurate records and develop reports.
- Ability to supervise and evaluate the work of others.
- Ability to communicate effectively verbally and in writing, including ability to develop and implement policies, procedures, and guidance documents.

- Ability to effectively develop, organize, and conduct meetings, trainings, and workshops.
- Ability to manage and prioritize multiple projects, while meeting timeframes/deadlines.
- Ability to establish and maintain effective working relationships with colleagues, individuals and their families, high-level staff, stakeholders, service providers, agencies, organizations, other state level staff, committees, and the public.
- Ability to use a personal computer, MS Office Software, and the internet.

METHOD OF SELECTION: Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance 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 official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded 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: February 7, 2020

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