



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



LYNN T. BESHEAR
COMMISSIONER

EMPLOYMENT OPPORTUNITY

JOB TITLE:	Mental Health Specialist V (Director of Systems Management)	NUMBER: 19-52
JOB CODE:	A6700	DATE: 10/11/2019
SALARY RANGE:	85 (\$78,247.20 - \$119,220.00)	PCQ#: 8812863
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.
- 72 months or more experience in the administration and/or management of Medicaid Waivers, including developing and interpreting policy or procedural requirements; or waiver management for a state agency or state/federal Medicaid agency.
- 48 months or more experience in an administrative or supervisory capacity.

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:

- Oversee the management of DDD’s Medicaid waivers.
- Assures federal funding through writing, amending, and renewing the Medicaid waivers operated by the DDD.
- Coordinates the collection of documentation needed for quality assurance strategies; develops data collection and reporting mechanisms outlined by CMS guidelines; and respond to state and federal Medicaid questions and inquiries.

- Provides information regarding waiver services, benefits and limitations, policies and procedures, funding and payment, and opportunities for internal and external stakeholders, other state agencies, and state/ federal officials.
- Conducts statewide training on waiver services, changes to the information system, new division or departmental initiatives, and others as requested.
- Manages ADIDIS (DD information system) to include prioritizing requests for development, designing enhancement and report requests, approving vendor specifications, testing and approving enhancements, developing training material, and training end users.
- Provides oversight and supervision to assigned staff.
- Provides information or evidence for legal proceedings pertaining to the operations of the DDD.
- Consults with and provides information regarding DDD's Medicaid waivers to the DDD Associate Commissioner.
- Participates on the Technical Assistance Team with DDD Fiscal Manager.
- Develops reports as needed for internal data inquiries and standardized data for applicable annual surveys.
- Serves as member of Rates/Restructuring workgroup to develop rate models and methodology for provider reimbursements in accordance with CMS guidelines/schedules.
- Provides technical assistance to colleagues, providers, support coordinator on waiver, and Medicaid state plan services as required.
- Works closely with Alabama Medicaid to ensure all required CMS reporting is timely and completed accurately.
- Maintain current knowledge of developments and trends regarding waiver policy and services.
- Participates in other administrative functions as required or requested.
- Promotes the department's mission, initiatives and the Associate Commissioner of DDD directives.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the mental health and 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 and ability to develop/prepare waivers.
- 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 funding systems at the federal, state, and local levels.
- Knowledge of and experience in working in/or with Medicaid or disability-related programs, including service providers.
- 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 provide training and technical assistance.

- 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: October 25, 2019

EQUAL OPPORTUNITY EMPLOYER

Click Here to Apply:
<https://tinyurl.com/y2pxr4sr>