



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



Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Mental Health Specialist IV (Provider Network Manager) **OPEN DATE:** 07/07/2023
CLOSE DATE: 07/21/2023

JOB LOCATION: Department of Mental Health
 RSA Union Building
 100 North Union Street
 Montgomery, AL 36130-1410 **NUMBER:** 23-46
JOB CODE: A6600

SALARY

- Range 82 (\$66,331.20 - \$111,667.20 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.
- 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 Business Administration, Public Administration, or in a human services field.
 - 60 months or more experience in administration or oversight of service delivery or oversight and management of contractual agreements to facilitate state and/or federally funded programs, including...
 - 24 months or more experience in an administrative or supervisory capacity.
- OR**
- 24 months current permanent status as a Mental Health Specialist III performing duties as indicated above, including...
 - 24 months or more experience in an administrative or supervisory capacity.

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

- Recruits and develops the contracted provider network for the ADMH Division of Developmental Disabilities Medicaid Home and Community-Based Waiver Services that comply with federal CMS requirements and supports members' choice, dignity, and fosters full participation in communities.
- Develops and/or updates orientation materials that convey provider qualifications and compliance requirements and presents this information to potential providers.
- Reviews and verifies all required supplemental application documents for prospective and established waiver providers.
- Develops a system to track applications from time of receipt to approval (waiver service type, setting type required, dates, communications, and approval/denial).
- Responds to all questions regarding new provider orientation, and requirements for qualified and compliance requirements, and presents this information to potential providers.
- Ensures Temporary Operating Authority (TOA) is communicated in a timely manner to appropriate ADMH staff.
- Develops and implements innovative policies, procedures, and guidance for the ID/LAH Waiver provider network.
- Works collaboratively with other ADMH offices, DD certification, waiver, Central/Regional Office community service staff, and others to ensure an efficient provider application process.
- Evaluates all provider training curriculum as it relates to training new and existing providers and developing quality indicators to measure process performance.
- Works collaboratively with other Central and Regional Office Community Services Directors to develop a method to identify and track service gaps for a monthly report that identifies service capacity needs and recruits providers to deliver those services.
- Ensures the vision of ADMH's service delivery system is communicated to all new and existing providers.
- Collaborates with internal and external stakeholders to identify service gaps/needs, develop a method to identify and track gaps, and improve provider recruitment strategies to ensure services are provided.
- Works closely with the ADMH-DDD contract Staff to identify and utilize the best approach to contract agreements with providers.
- Ensures provider compliance with contract requirements and adherence to federal and state policies, procedures, and regulations.
- Maintains positive relationships with providers to ensure compliance with contract requirements and state policies and regulations.
- Works collaboratively with ADMH-DDD Staff to address opportunities for quality and responsive service delivery.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Medicaid waiver service delivery systems.
- Knowledge of state and federal-funded services and contract agreements.
- Knowledge of Medicaid Home and Community-Based services for persons with I/DD, including support coordination 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 individuals served rights 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 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.
- Knowledge of the waiver service industry and provider recruitment strategies (in and out of state).
- 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 the 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 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 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.