



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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LYNN T. BESHEAR
COMMISSIONER

EMPLOYMENT OPPORTUNITY – REVISED REANNOUNCEMENT

JOB TITLE: Planning & Quality Assurance Specialist III **NUMBER:** 20-07

JOB CODE: Q3000 **DATE:** July 17, 2020

SALARY RANGE: 77 (\$47,805.60 - \$72,595.20) **PCQ#:** 8809361

JOB LOCATION: Department of Mental Health
Region II Community Services
1305 James I. Harrison Jr. Parkway
Tuscaloosa, AL 35403

MINIMUM QUALIFICATIONS:

- Master's degree in Public Administration, Health Administration, Business Administration, Social Work, Special Education, Education, Psychology, Nursing, Statistical Analysis/Research, or another human services field.
- Registered Nurses qualify with a Bachelor's degree in Nursing.
- 48 months or more experience in providing developmental disabilities program services.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or eligibility for, license or certification, if required for the particular discipline.
- Must have a valid driver's license to operate a vehicle in the State of Alabama. Frequent daytime travel, and some evening and/or occasional overnight travel is required.

KIND OF WORK:

- Conducts individual and organizational assessments to evaluate the quality of services and supports provided by community providers.
- Provides on-site training, consultation and technical assistance to community-based organizations.
- Collects data, analyzes trends and best practices, and compiles incident and medication data to ensure compliance is maintained with waiver assurances.
- Assists in the development of quality enhancement programs.
- Travels extensively within the Region II catchment area to conduct satisfaction surveys, interviews and meetings at community programs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Developmental Disability service delivery system in Alabama.
- Knowledge of quality enhancement concepts, practices, methods, and models.
- Knowledge of ADMH regulations, policies, procedures, and standards.
- Ability to analyze information and recommend appropriate action.
- 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.
- Ability to compile, analyze data, and produce summaries and reports.
- Ability to effectively organize, plan, and implement work independently.
- Ability to communicate in a clear and concise manner, both verbally and in writing.
- Ability to operate a personal computer and related software.
- Ability to conduct training.

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: July 31, 2020

EQUAL OPPORTUNITY EMPLOYER

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