



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

EMPLOYMENT OPPORTUNITY - REANNOUNCEMENT

JOB TITLE: Planning & Quality Assurance Specialist III
(DD Community QE) **OPEN DATE:** 4/26/2024
CLOSE DATE: 5/10/2024

JOB LOCATION: Department of Mental Health
Region II Community Services
1305 James I. Harrison Jr. Parkway
Tuscaloosa, Alabama 35403 **NUMBER:** 24-06
JOB CODE: Q3000

SALARY

- Range 77 (\$51,727.20 - \$86,788.80 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 13 paid holidays.
- 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 Public Administration, Health Administration, Business Administration, or any human services field. Registered Nurses qualify with a bachelor's degree in Nursing.
- 48 months or more experience in quality assurance/quality improvement activities and/or other regulatory/compliance monitoring.
- *Preference will be given to applicants who have experience working within the HCBS Medicaid waiver quality improvement environment including but not limited to individual service plan/program development and program implementation monitoring.*

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

- Regulates community programs in Region II.



- Assesses and provides technical assistance and consultation on systems, processes, procedures, and operations of ADMH-DDD and its contracted/certified providers.
- Provides program support, training, and technical assistance to ADMH-DDD program staff and contracted/certified providers on topics including, but not limited to, compliance with certification and contract requirements, quality assurance and risk management functions including critical incident management, and program evaluation.
- Reviews and provides input for incidents reviewed by the Incident Review Committee.
- Conducts periodic reviews of ADMH-DDD operations to assess compliance with relevant federal and state laws, rules, regulations, HCBS waiver program requirements, and ADMH-DDD operational guidelines.
- Prepares accurate, thorough, and timely written reports of quality assurance activities, data collection and analysis, and other assigned tasks in accordance with ADMH-DDD operational guidelines.
- Conducts critical incident investigations or evaluation of provider follow-up to critical incident investigations as assigned by the Director of Quality Assurance or Associate Commissioner.
- Participates in regional and state office critical incident analysis activities as requested by the Statewide Incident Management Coordinator.
- Participates on committees related to CQI.
- Assists in data collection, analysis, and preparation of waiver performance measure reports and other operational reports to the Alabama Medicaid Agency or other external oversight agency.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state and federal laws, rules, and regulations related to the delivery of services and supports in Alabama's HCBS waiver programs.
- Knowledge of the ADMH and ADMH-DDD operational guidelines.
- Knowledge of ADMH-DDD provider certification and contract requirements for all waivers operated by ADMH-DDD.
- Knowledge of quality assurance and quality improvement concepts, practices, methods, and models.
- Demonstrated skills and ability to develop, implement, and evaluate policies and procedures.
- Demonstrated skills and ability to effectively communicate, both verbally and in writing.
- Demonstrated skills and ability to effectively organize, plan, and implement work independently.
- Demonstrated knowledge, skills, and abilities to utilize computer and software programs.
- Demonstrated skills and ability to compile, analyze data, and produce summaries and reports.
- Demonstrated skills and ability to conduct training.
- Demonstrated skills and ability to establish and maintain effective working relationships with various individuals, associates, subordinates, groups, and professionals.
- Ability to travel across the state to conduct assignments.
- Ability to articulate and apply theories that relate to "best practices," person-centered planning, and outcome planning.

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