



Community Services Specialist IV (Waiver Coordinator)

Announcement Number	26-10	Job Code	T4000
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Employment Type	Full-Time
Job Location	Region II Community Services 1305 James I. Harrison Jr. Parkway Tuscaloosa, Alabama 35403
Salary/Pay Rate	Range 78 (\$55,375.20- \$93,096.00 Annually).
Additional Salary Information	Salary will be commensurate with experience. Limitations apply to current State employees.
Open Date	02/13/2026
Close Date	02/27/2026

Minimum Qualifications

Master's degree in Social Work, Psychology, or a Human Service field.
72 months of more in a human service field, including 24 months or more working specifically with persons with intellectual and/or developmental disabilities in a community setting.
24 months or more in a supervisory or administrative 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.

Key Responsibilities

- Ensures provision of crucial Community Service functions.
- Contributes to the assurance that the needs of the individuals served are adequately met.
- Serves as Waiver Coordinator for individuals receiving supports and services through the Home and Community Based (HCBS) Waiver Program.
- Maintains current knowledge of local, state, and federal funding sources and their regulatory requirements, using this information to support and evaluate quality improvement activities within community agencies.
- Processes new admissions, redeterminations, readmissions, discharges, and waiver application packets for individuals that are deemed eligible to be placed on or continue the ID/DD HCBS Waiver.
- Provides training and technical assistance and or consultation on Medicaid state plan, waiver services to colleagues, service providers, support coordination agencies, individuals served/families, and stakeholders, upon request, or assessment of need.
- Assists with reviewing Requests for Regional Action for recommendations of waiver services.
- Attends special team meetings, serves on committees, and workgroups as needed..

Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of community service agencies in relation to people with ID/DD.

- Knowledge of clinical dynamics of persons with ID/DD.
- Knowledge of state, local, and federal funding sources, and regulations.
- Knowledge and ability to analyze data and develop plans for program development.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain positive relationships with individuals, families, agency representatives, and the public.
- Ability to provide guidance and support to individuals, families, and community providers.
- Ability to effectively intervene in crisis situations.
- Ability to provide training and technical assistance.
- Ability to effectively supervise professional staff and coordinate with community providers.
- Ability to understand and interpret appropriate standards, policies, and regulations.
- Ability to organize, plan, and implement work in an independent manner with intermittent general or administrative supervision.

Necessary Special Requirements

- Must have a valid driver's license to operate a vehicle in the State of Alabama.

Employee Benefits

- 13 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Paid parental leave.
- Longevity bonus annually after 5 years of state service.
- Continuous opportunities for acquiring CEU's needed for maintaining professional license.
- 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](#).

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.**

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.

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