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:	Planning & Quality Assurance Specialist III	**NUMBER:**	19-68
JOB CODE:	Q3000	**DATE:**	December 6, 2019
SALARY RANGE:	77 ($47,805.60 – 72,595.20)	**PCQ#:**	8824342
JOB LOCATION:	Department of Mental Health Region IV Community Services 400 Interstate Park Drive, Suite 401 Montgomery, AL 36109		

MINIMUM QUALIFICATIONS:

- Master's degree in Public Administration, Health Administration, Business Administration, Statistical Analysis/Research, or a 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 REQUIREMENT:

- Possession of, or eligibility for, license or certification, if required for the particular discipline.

KIND OF WORK:

- Responsible for conducting ADMH compliance site reviews in accordance with ADMH/DDD standards for all contract providers.
- Provides certification oversight to certified programs in Region IV.
- Generates written certification site visit reports upon completion of site visit.
- Conducts for-cause reviews and follow-up visits as indicated by results of certification reviews and complaints.
- Reviews Plans of Correction and Community Provider's implementation of Plans of Correction to ensure compliance with certification standards and ADMH/DDD policy.
- Provides input for improving community monitoring and auditing systems.
- Review incident/injury data and analyzing the data for trends and patterns.
- Provides guidance and in-service training to community providers as requested or needed.
- Serves as a member of committees and task forces on a regional, central office and statewide basis.
- Completes other special projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Developmental Disability service delivery system in Alabama.
- Knowledge of quality improvement concepts and program planning/evaluation.
- Knowledge of ADMH regulations, policies, procedures, and standards.
- Knowledge of ADMH/DDD Administrative Code.
- 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 analyze information and recommend appropriate action.
- Ability to plan, organize, and prioritize work activities.
- Ability to communicate both verbally and in writing.
- Ability to operate a personal computer and related software.
- Ability to travel within Region IV catchment areas and occasionally other ADMH/DDD regions.

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: January 3, 2020

EQUAL OPPORTUNITY EMPLOYER

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