



STATE OF ALABAMA  
 DEPARTMENT OF MENTAL HEALTH  
 RSA UNION BUILDING  
 100 NORTH UNION STREET  
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 MONTGOMERY, ALABAMA 36130-1410  
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Kay Ivey  
 Governor

Kimberly G. Boswell  
 Commissioner

**EMPLOYMENT OPPORTUNITY**

**JOB TITLE:** Planning & Quality Assurance Specialist II (IPMS Investigator) **OPEN DATE:** 10/25/2024  
**CLOSE DATE:** 11/22/2024

**JOB LOCATION:** Department of Mental Health  
 Region V Community Services  
 631 Beacon Parkway, Suite 211  
 Birmingham, Alabama 35209 **NUMBER:** 24-57  
**JOB CODE:** Q2000

**SALARY**

- Range 74 (\$45,556.80- \$ 76,166.40 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 Public Administration, Health Administration, or a Human Services field.
- 24 months or more experience in the intellectual/developmental disability field conducting formal investigations, quality assurance/quality improvement activities, and/or other regulatory/compliance monitoring.

**OR**

- Current status as a Planning & Quality Assurance Specialist I with experience as listed above.

**OR**

- A licensed Registered Nurse with experience as listed above.

*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**

- Collects relevant evidence in the form of interviews, document reviews, observations, and any other necessary information when investigating critical incidents as evidenced by investigation reports.
- Writes high quality investigative reports detailing the allegations identified, relevant details of all evidence, and clear/concise supporting conclusions.
- Presents investigation findings and relevant evidence to the Monthly Incident Review Committee.
- Submits monthly reports of investigation status, recommendations, and follow up information offered by community providers as evidenced by quarterly quality assurance reports.
- Performs other related duties and completes projects as directed by the Director of Quality Assurance.
- Makes decisions to substantiate allegations of abuse, neglect, mistreatment, and exploitation.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES.**

- Knowledge of quality improvement concepts
- Ability to maintain excellent focus and have an acute eye for detail.
- Ability to organize tasks and maintain excellent accuracy and thoroughness daily.
- Ability to maintain keen observation skills and identify errors and inconsistencies.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with various individuals, associates, subordinates, groups, and professionals.
- Ability to analyze information and recommend appropriate action.
- Ability to operate a computer to include Microsoft Word, Excel, and various applications.

## **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.