



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



Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Community Services Specialist III
 (IPMS Manager) **OPEN DATE:** 12/13/2024
CLOSE DATE: 12/27/2024

JOB LOCATION: Department of Mental Health
 Region V Community Services **NUMBER:** 24-74
 631 Beacon Parkway, Suite 211 **JOB CODE:** T3000
 Birmingham, AL 35209

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 Social Work, Psychology, or a human services field.
 - 24 months or more experience in a human services field.
- OR**
- Bachelor’s degree in Social Work, Psychology, or a human services field.
 - 48 months or more experience working specifically with persons with intellectual and/or developmental disabilities.
- OR**
- Bachelor’s degree in Social Work, Psychology, or a human services field.
 - 72 months or more experience in a human services field.

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.

NECESSARY SPECIAL REQUIREMENTS

- Must have a valid driver’s license to operate a vehicle in the State of Alabama and have a good driving record.



KIND OF WORK

- Maintains the Incident Management System.
- Coordinates Incident Prevention Management System (IPMS) for assigned Region to ensure that service providers are following required procedures.
- Conducts IPMS training.
- Enters follow-up information in the electronic incident management system according to timelines established by Medicaid Assurances so that accurate quarterly reports (performance measures) are generated.
- Serves as Chairperson for assigned Regional Incident Review Committees.
- Monitors and coordinates review of incident reports and investigations of reported incidents involving waiver participants.
- Composes documents, reports, and correspondence related to incident management and provider compliance.
- Provides training, technical assistance, and consultation to assigned Region service providers and support coordination agencies.
- Conducts investigations of serious incidents according to IPMS Guidelines.
- Performs other duties as assigned by the Director of Quality Assurance.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of intellectual disabilities, including a good understanding of the clinical dynamics of persons with intellectual disabilities.
- Knowledge of the inner workings, functions, and responsibilities of a regional community service system and regional office.
- Knowledge of community service agencies in relation to intellectual disabilities.
- Knowledge of state, local, and federal funding sources, and regulations.
- Ability to conduct investigations.
- Ability to provide technical assistance, and develop and implement training programs, to and for case management agencies.
- Ability to organize, plan, and implement work in an independent manner, with minimal supervision. Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain positive relationships with consumers, families, agencies, and the public.
- Ability to work flexible hours, including before and after the established work hours.
- Ability to serve on-call on a rotating schedule for nights, weekends, and holidays.

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.

EQUAL OPPORTUNITY EMPLOYER