



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

Kimberly G. Boswell
 Commissioner

EMPLOYMENT OPPORTUNITY - REVISED

JOB TITLE: Planning & Quality Assurance Specialist II (IPMS Investigator) **OPEN DATE:** 01/31/2025
CLOSE DATE: 02/14/2025

JOB LOCATION: Department of Mental Health
 Region I Community Services
 401 Lee Street North East, Suite 150
 Decatur, Alabama 35403 **NUMBER:** 24-53
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 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.
- ***Preference will be given to individuals with experience working with individuals with intellectual/developmental disabilities.***

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.

Note: If the minimum qualifications are not met, the application may be considered for the Planning & Quality Assurance Specialist I position mentioned below.



- ***Planning & Quality Assurance Specialist I (O1000) – Salary Range 71 (\$39,312.00 - \$65,726.40) - Bachelor’s degree in Public Administration, Health Administration, or a Human Services field. Registered Nurses qualify with a diploma or an Associate’s degree in Nursing. -12 months or more experience conducting formal investigations, quality assurance/quality improvement activities, and/or other regulatory/compliance monitoring.***
OR
-60 months or more experience conducting formal investigations, quality assurance/quality improvement activities, and/or other regulatory/compliance monitoring.

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.