



STATE OF ALABAMA  
 DEPARTMENT OF MENTAL HEALTH  
 RSA UNION BUILDING  
 100 NORTH UNION STREET  
 POST OFFICE BOX 301410  
 MONTGOMERY, ALABAMA 36130-1410  
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Kay Ivey  
 Governor

Kimberly G. Boswell  
 Commissioner

**EMPLOYMENT OPPORTUNITY - REANNOUNCEMENT**

**JOB TITLE:** Planning & Quality Assurance Specialist III      **OPEN DATE:** 01/10/2025  
**CLOSE DATE:** 02/07/2025

**JOB LOCATION:** Department of Mental Health      **NUMBER:** 24-58  
 Region I Community Services      **JOB CODE:** Q3000  
 401 Lee Street Northeast, Suite 150  
 Decatur, Alabama 35601

**SALARY**

- Range 77 (\$52,761.60 - \$88,524.00 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, Business Administration, or any human services field. Registered Nurses qualify with a bachelor’s degree in Nursing.
- 48 months or more experience in quality assurance/quality improvement activities and/or other regulatory/compliance monitoring.

*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**

- Possession of, or eligibility for, license or certification, if required for the particular discipline.
- Must have a valid driver's license to operate a vehicle in the State of Alabama.

**KIND OF WORK**

- Collects and analyzes trends and best practices.
- Reviews incident and investigation data for the development of the quarterly incident



management reports.

- Conducts onsite interviews with people receiving services, data collection, and analysis of agency-specific plans as evidenced by outcome measurement reports.
- Provides consultation to community providers to ensure organizations can meet ADMH/DD certification requirements as evidenced by the DD Office of Quality Assurance Training Evaluation Forms.
- Provides onsite technical assistance as requested by provider organizations on Quality Enhancement Plan Implementation.
- Provides ongoing training and leadership with various system areas.
- Assists with quality assurance activities.
- Provides supports to agencies in relation to standards compliance and management of incident data.
- Conducts investigations.
- Participates on committees related to continuous quality improvement.
- Collects, analyzes, and reports data so that outcomes can be measured, and strategic planning can be accomplished.
- Guides community providers with accurate, reliable information regarding Quality Assurance.
- Performs other related duties and completes projects as directed by the Director of Quality Assurance.
- Promotes the department's mission, initiatives, and Associate Commissioner's directives by exhibiting leadership qualities.

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

- Knowledge of the Developmental Disability service delivery system in Alabama.
- Knowledge of state and federal laws, rules, and regulations related to the delivery of services and supports in Alabama's HCBS waiver programs.
- Knowledge of the ADMH and ADMH-DDD operational guidelines.
- Knowledge of ADMH-DDD provider certification and contract requirements for all waivers operated by ADMH-DDD.
- Knowledge of quality assurance and quality improvement concepts, practices, methods, and models.
- Ability to develop, implement, and evaluate policies and procedures.
- Ability to effectively communicate, both verbally and in writing.
- Ability to effectively organize, plan, and implement work independently.
- Ability to utilize computer and software programs.
- Ability to compile, analyze data, and produce summaries and reports.
- Ability to conduct training.
- Ability to establish and maintain effective working relationships with various individuals, associates, subordinates, groups, and professionals.
- Ability to travel across the state to conduct assignments.
- Ability to articulate and apply theories that relate to "best practices," person-centered planning, and outcome planning.

#### **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>

**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.