



Kay Ivey
Governor

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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Kimberly G. Boswell
Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Mental Health Specialist III
(Assistant to Waiver Directors)

OPEN DATE: 10/11/2024
CLOSE DATE: 11/08/2024

JOB LOCATION: Administrative Base*
Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, Alabama

NUMBER: 24-49
JOB CODE: A6500

**Location to be determined - Will be housed at one of our current locations in Montgomery, Tuscaloosa, Birmingham, Mobile, or Decatur.*

SALARY

- Range 78 (\$55,375.20- \$93,096.00 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 a human services field.
- 48 months or more experience which includes any combination of administration and/or management of Medicaid Waivers or developing and/or interpreting policy or procedural requirements relative to Medicaid services for a state agency, ADMH-contracted community agency, or state/federal Medicaid agency.

OR

- 24 months current permanent status as a Mental Health Specialist II performing duties as indicated above.

KIND OF WORK

- Assist Waiver Directors as directed in developing and implementing plans to create new systemic capabilities and efficiencies.



- Provides supports in the design, configuration, implementation, training, and ongoing technical assistance of a statewide information management system for the Division of Developmental Disabilities HCBS waiver service delivery system.
- Research issues proactively to resolve problems and improve efficiency within systems to include required data management and HCBS waiver implementation requirements in support of federal requirements for quality assurance.
- Develops and maintains procedures for and implementation of a monthly audit of Wait List approvals, waiver admissions, and waiver redeterminations.
- Provides extensive documentation to Alabama Medicaid.
- Assists with the implementation of rate setting and research of billing procedure codes.
- Coordinates the implementation of Waiver Provider Application.
- Represents the Waiver Directors in their absence, in the management of meetings, interactions with stakeholders, and other state agencies as assigned.
- Assists with Medicaid Provider Enrollment as needed.
- Performs monthly Medicaid provider re-enrollment tasks to include downloading forms and sending to providers along with instructions for their submission to Gainwell.
- Follows up to ensure re-enrollment completion.
- Assists the Waiver Director in the development and maintenance of a system to accurately track allocation of ID/LAH/CWP waiver slots.
- Coordinates and carries out training and implementation of other projects as assigned.
- Performs monthly exclusion check of Medicaid enrolled vendors.
- Ensures updated vendor information is maintained as new vendors are enrolled, exclusion checks for each vendor are performed, results tracked, relative concerns are reported to the appropriate Waiver Director, and saved in a secure location as approved by the Waiver Directors.
- Research waiver trends and assist with waiver application renewals and amendments.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Medicaid Home & Community Based Waivers.
- Ability to express ideas in a clear and concise manner, both verbally and in writing.
- Ability to supervise and evaluate the work of others.
- Ability to plan, organize, and prioritize work activities.
- Ability to apply creative and critical thinking.
- Ability to plan, organize, prioritize, and implement projects.
- Ability to use a personal computer and Microsoft Office software.
- Ability to develop, organize, and conduct meetings, training, and workshops.
- Ability to establish and maintain effective working relationships with the Alabama Department of Mental Health staff, other agencies, community providers, coalitions, stakeholders, and the general public.

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.

EQUAL OPPORTUNITY EMPLOYER