



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, AL 36130-1410
WWW.MH.ALABAMA.GOV



Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Planning & Quality Assurance Specialist I

OPEN DATE: 10/11/2024
CLOSE DATE: 11/01/2024

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

NUMBER: 24-48
JOB CODE: Q1000

SALARY

- Range 71 (\$39,312.00 - \$65,726.40 Annually)
- Salary will be commensurate with experience and State of Alabama Personnel guidelines.

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

- Bachelor’s degree in the Human Services field. Registered Nurses qualify with a diploma or an Associate’s degree in nursing.
- 12 months or more in case management planning, care planning, client/patient eligibility determinations, counseling/therapy, or admissions and/or discharge planning in either a hospital, mental health facility, hospice agency, rehabilitation facility, assisted living facility, or a nursing home setting.

OR

- 60 months or more experience as listed above with the Department of Mental Health.

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

- This position requires the ability to work additional and flexible hours, including before and after the established work schedule, the day before and after state holidays, and some occasional weekend work.
- Registered Nurses must have possession of a certificate of registration to practice nursing as issued by the Alabama Board of Nursing.



KIND OF WORK

- Serves as a Quality Assurance Specialist for the Omnibus Budget Reconciliation Act of 1987 Program (OBRA Pre-Admission Screening Program).
- Provides dependable detail oriented and precise Quality Assurance work that requires multi-tasking, planning, organizing and a high level of accuracy to ensure that Pre-Admission Screening requirements are met.
- Processes a continuous and daily influx of PASRR applications, quality assurance reviews, tracking reports, and non-compliance audits.
- Assesses Level I screening applications, medical reports, and psychological data to identify suspected mental illness, intellectual disability, and related conditions, and initiates the Level II Evaluation process with Alabama's Level II contractors if any of the above diagnoses are identified.
- Provides daily technical assistance to referral sources, state agencies, and PASRR stakeholders.
- Processes monthly tracking reports for Level II individuals with confirmed diagnoses of mental illness, intellectual disability, and related conditions.
- Processes Public Health Emergency PASRR 1135 Waiver Non-Compliance Cases.
- Assists with organizing and conducting PASRR Training Courses as requested.
- Processes monthly PASRR compliance cases for Medicaid certified facilities.
- Provides back-up coverage for Quality Assurance Specialists as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of psychotropic medications, mental illness diagnoses, mental illness indicators, Alzheimer's, and Dementia diagnoses, as well as intellectual disabilities.
- Ability to comprehend, interpret, and adhere to laws and regulations, procedures, and guidance from CMS, the Medicaid Agency, Public Health, and the Department of Mental Health.
- Ability to manage cases accurately in a fast-paced, high productivity environment.
- Ability to maintain excellent focus and have an acute eye for detail.
- Ability to plan, multi-task, and prioritize heavy and consistent workloads for 67 counties.
- Ability to adhere to strict processing schedules and work under pressure.
- Ability to organize tasks, maintain excellent accuracy and thoroughness daily.
- Ability to problem solve and identify errors and inconsistencies.
- Ability to provide customer service to varied and sometimes disgruntled stakeholders.
- Ability to communicate effectively, both verbally and in writing.
- Ability to conduct training.
- Ability to meet deadlines.
- Ability to be punctual and relied upon to work on a regular basis and be able to comply with DMH's Absenteeism Policy.
- Ability to self-manage and obtain and sustain job independence.
- Ability to understand and follow instructions well.
- Ability to maintain a strong work ethic.
- Ability to adapt well to program changes.
- Ability to establish and maintain effective working relationships with various individuals, associates, subordinates, groups, and professionals.
- 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>

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.