



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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KIMBERLY G. BOSWELL
COMMISSIONER

EMPLOYMENT OPPORTUNITY

JOB TITLE:	Planning & Quality Assurance Specialist III (DD Community Waiver Program)	OPEN DATE: 8/12/2022 CLOSE DATE: Until Filled
JOB LOCATION:	Department of Mental Health Region I Community Services 401 Lee Street Northeast, Suite 150 Decatur, Alabama 35601	NUMBER: 22-55 JOB CODE: Q3000

SALARY

- Range 77 (\$48,760.80 - \$81,813.60 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 REQUIREMENTS

- Master’s degree in Public Health, Public Administration, Health Administration, Business Administration, Statistical Analysis/Research, or a human services field. Registered Nurses qualify with a Bachelor’s degree in Nursing.
- 48 months or more experience in providing developmental disabilities program services.

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

- Responsible for conducting ADMH compliance/quality reviews of all contract providers in accordance with Community Waiver Program standards.
- Generates written compliance/quality reports upon completion of site visit.
- Conducts for-cause compliance/quality reviews and follow-up compliance/quality reviews as indicated by results of compliance/quality reviews and complaints.
- Reviews corrective actions and service providers' implementation of corrective actions to ensure compliance with compliance/quality standards and ADMH/DDD policy.
- Collects data related to service provision, incidents/injuries, etc., and completes trend analysis to ensure compliance is maintained with waiver assurances.
- Coordinates consultation, technical assistance, and in-service training to Community Waiver Program providers so that services are delivered at optimum levels, notable review findings are addressed, specific goals are achieved, quality enhancement plans are realized, and as a requested or needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Developmental Disability service delivery system in Alabama.
- Knowledge of quality enhancement concepts and program planning/evaluation.
- Knowledge of ADMH regulations, policies, procedures, and standards.
- Knowledge of ADMH/DDD Administrative Code.
- Knowledge of the Home and Community-Based Services (HCBS) Settings Rule.
- Ability to effectively plan, direct, coordinate, and review the efforts of various people and resources to achieve desired outcomes.
- Ability to establish and maintain effective working relationships with various individuals.
- Ability to analyze information and recommend appropriate action.
- Ability to plan, organize, prioritize, and execute work activities independently.
- Ability to communicate both verbally and in writing.
- Ability to operate a personal computer and related software.
- Ability to travel within assigned geographical areas.

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