



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
TAYLOR HARDIN SECURE MEDICAL FACILITY
1301 JACK WARNER PARKWAY NORTHEAST
TUSCALOOSA, AL 35404-1060
205-462-4500
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Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

Daphne Kendrick
Facility Director

EMPLOYMENT OPPORTUNITY – REVISED REANNOUNCEMENT

JOB TITLE: Planning & Quality Assurance Specialist IV **OPEN DATE:** 04/25/2025
CLOSE DATE: Until Filled

JOB LOCATION: Taylor Hardin Secure Medical Facility
Tuscaloosa, Alabama **NUMBER:** 24-24
JOB CODE: Q4000

SALARY

- Range 80 (\$61,063.20 - \$102,664.80 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.
- Continuous opportunities for acquiring CEU's needed for maintaining professional license.
- 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, Social Work, Psychology, Nursing, Statistical Analysis/Research or a human services field. Registered Nurses qualify with a Bachelor's degree in Nursing.
- 60 months or more of considerable progressively responsible experience in quality assurance and/or quality improvement programs.
- ***Preference will be given to applicants who have worked in mental health programs.***

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.



SPECIAL REQUIREMENT

- Possession of, or eligibility for, license or certification, if required for the particular discipline.

KIND OF WORK

- Coordinates facility-wide, patient-focused performance improvement activities.
- Serves as Chairperson of the Performance Improvement Committee.
- Develops, performs, and conducts ongoing performance improvement monitoring and assessment activities.
- Compiles, analyzes, and processes statistical data, trends, etc., pertaining to the safety, care and treatment of forensic patients and develops designated reports with statistical and quality control information.
- Collects, reviews, and interprets patient care information and assesses facility compliance with federal, state, ADMH and The Joint Commission regulations and standards.
- Completes and maintains appropriate documents, records, and reports for compliance with The Joint Commission.
- Performs other related duties necessary to the effective operation of the facility.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of quality improvement concepts and management principles.
- Knowledge of the Mental Health service delivery system in Alabama.
- Knowledge in the development of policies and procedures.
- Knowledge of applicable standards (e.g., Joint Commission on Accreditation of Health Care Organizations, Center for Medicare/Medicaid Services), department policies, and other applicable state and federal requirements.
- Skill in the use of the personal computer and related software.
- Skill in leadership and to chair and assist in the coordination of quality improvement committees and activities.
- 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, associates, subordinates, groups, and professionals.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently.
- Ability to analyze information and recommend appropriate action.
- Ability to plan, organize workflow, and prioritize work activities.

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