



BOB RILEY
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**

SEARCY HOSPITAL
P.O. BOX 1090
MT. VERNON, ALABAMA 36560
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JOHN M. HOUSTON
COMMISSIONER

BEATRICE J. MCLEAN
FACILITY DIRECTOR

AN EQUAL OPPORTUNITY EMPLOYER
RE-ANNOUNCEMENT OF INTENT TO FILL A VACANT NON-MERIT POSITION

JOB TITLE: Planning/Quality Assurance Specialist IV

NUMBER: 07-20

JOB CODE: Q4000

POSITION #: 8805424

SALARY RANGE: (80) \$49,161.60 - \$74,949.60 Annually

DATE: 3/9/2007

JOB LOCATION: Searcy Hospital, Mt. Vernon, AL

QUALIFICATIONS: Graduation from a four-year college or university, supplemented by graduate work to the level of a master's degree in planning, public administration, business administration, nursing, computer science, social work, psychology, special education, statistics, or a related field. Considerable (48 months) progressively responsible administrative experience in program planning and evaluation work including experience in the special area of assignment. Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Job Evaluation Committee.

KIND OF WORK: Plan, organize, develop, coordinate, and implement a comprehensive quality improvement and planning program for Searcy Hospital. The job duties performed include the monitoring of the hospital-wide performance improvement program. Coordination, preparation, and submission of planning documents is required. Collect, review, collate, and submit data for review by pertinent committees and departments. Coordinate the preparation for and survey by the Joint Commission on Accreditation of Health Care Organizations (JCAHO). Serve as an advisor to all departments and committees regarding quality improvement and JCAHO activities. Plan, submit, and present reports regarding quality improvement. Chair and participate in assigned committees and meetings. Participate in mock surveys at other mental illness facilities. Supervises subordinate employees. Disseminate information regarding quality improvement, JCAHO, Medicare and Medicaid standards. Performs other administrative duties as assigned by the Facility Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to plan, organize, and develop, coordinate, and implement a comprehensive quality improvement and planning program for Searcy Hospital. An extensive knowledge of quality improvement and planning

techniques is required. Ability to develop reports and other professional documents. Ability to work with all levels of staff in a professional manner. Ability to analyze information and recommend appropriate action. Ability to use a personal computer (PC) including the ability to maintain databases and prepare reports, graphs, and charts. Knowledge of JCAHO and Medicaid/Medicare standards and regulations. Ability to supervise subordinate staff. Highly skilled in verbal and written communication. Considerable knowledge of a hospital environment, preferably a psychiatric setting.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. Drug Screening Required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official Application for Professional Employment (Exempt Classification) which may be obtained from this office. Applications may also be obtained from www.mh.alabama.gov. Applications should be returned to **SEARCY HOSPITAL, OFFICE OF HUMAN RESOURCES, P.O. BOX 1090, MT. VERNON, AL 36560** by **Until Filled** in order to be considered for this position.

COPIES OF LICENSES/CERTIFICATIONS SHOULD BE FORWARDED WITH YOUR APPLICATION OR FURNISHED DURING INTERVIEW. AN OFFICIAL COPY OF ACADEMIC TRANSCRIPTS IS REQUIRED AND MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.