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GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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ZELIA BAUGH
COMMISSIONER

BEATRICE J. MCLEAN
FACILITY DIRECTOR

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

JOB TITLE: Planning/Quality Assurance Specialist IV

NUMBER: 11-12

JOB CODE: Q4000

POSITION #: 8805424

SALARY RANGE: (80) \$52,663.20 - \$80,287.20 Annually

DATE: 10/19/2011

JOB LOCATION: Searcy Hospital, Mt. Vernon, AL

QUALIFICATIONS: Master's Degree in Planning, Public Administration, Business Administration, Nursing, Social Work, Psychology, Special Education, or Social Science related field that includes training in statistical analysis or research. Registered Nurses qualify with a Bachelor's Degree in Nursing. Considerable experience (48 months) in quality assurance/quality improvement. Extensive experience (72 months) in Intellectual Disabilities or Mental Illness, Experience in supervising the works of others. **Experience in Quality/Performance Improvement in a hospital setting preferred.**

NECESSARY SPECIAL REQUIREMENT

Possession of, or eligible for, license or certification, if required for the particular discipline and job function.

KIND OF WORK: This is highly responsible professional and administrative work in the quality/performance improvement and planning program for Searcy Hospital. Employees in this class are responsible for organizing/administering/monitoring/evaluating the hospital quality/performance improvement program, developing and monitoring plans of correction and providing consultative advice and assistance to high level mental health officials on matters pertaining to program compliance.

Work includes coordinating facility preparation for surveys, frequent contact with/advises hospital facility director, department directors, committees, high-level officials in the state mental health system, other agencies, and the general public regarding planning and quality improvement, providing consultation/education/technical assistance to facilities regarding implementation of quality improvement activities, chairing quality improvement committees/councils, evaluating quality assurance and improvement functions and systems on a regularly scheduled basis in facilities, gathering and analyzing data and compiling reports, charts, graphs, etc., interacting with officials in the state mental health system,

consumers, and family advocacy groups, other departments and agencies, and the general public to discuss facility programs. Work may also involve the supervision of lower level planners. Work is performed with considerable independence and is reviewed by the Facility Director and/or Central Office through conference and review of periodic and special reports. Employees in this position may also perform other duties as assigned by the Facility Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of quality improvement concepts and management principles, ability to plan and organize workflow, and prioritize work activities, ability to plan, direct, and review the work of others, knowledge of mental health service delivery system in Alabama, administrative ability to effectively coordinate 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, supervisory skills and abilities, ability to analyze information and recommend appropriate action; develop major reports, analyses, and other professional documents, knowledge and experience in using a personal computer and related software, considerable knowledge of applicable standards (e.g. The Joint Commission, Medicare), departmental policies and other applicable state and federal requirements, as set forth by the various certifying, licensing, accrediting, and other regulatory agencies, leadership skills and abilities to chair and assist in the coordination of quality improvement committees and activities, knowledge in development of policies and procedures, ability to understand and exercise good judgment in interpreting department policies, federal and state laws and regulations

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.