



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

BRYCE HOSPITAL
1651 RUBY TYLER PARKWAY
TUSCALOOSA, ALABAMA 35404
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LYNN T. BESHEAR
COMMISSIONER
AUDREY L. MCSHAN
FACILITY DIRECTOR

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

JOB TITLE: Planning & Quality Specialist IV

NUMBER: 18-19

JOB CODE: Q4000

DATE: November 21, 2018

SALARY RANGE: 80 (\$54,242.40 – \$82,696.80)

POS. NUMBER 8846068

JOB LOCATION: Bryce Hospital
Tuscaloosa, Alabama

MINIMUM QUALIFICATIONS: Master’s degree in Public Administration, Health Administration, Social Work, Psychology, Nursing or a human services field. Registered Nurses qualify with a Bachelor’s degree in Nursing. Considerable, progressively responsible experience (60 months or more) in the area of Quality Assurance Performance Improvement.

NECESSARY SPECIAL REQUIREMENT: Possession of, or eligibility for, license or certification, if required for the particular discipline.

KIND OF WORK: This position is responsible for developing and coordinating implementation of the Bryce Hospital's Performance Improvement Program. Providing consultation on The Joint Commission (TJC) standards, particularly the Performance Improvement function to Bryce Hospital departments and upon request, to other Mental Illness (MI) Division facilities. Organizing Mock TJC Surveys for Bryce Hospital Departments to ensure standards compliance and upon request, participating in Mock Surveys at other MI Division facilities. Coordinating and reporting on the effectiveness of the Bryce Hospital planning function as it involves programs, facilities and management activities (Annual Operational Plan). Collecting and maintaining a management information system sufficient to submit periodic reports on performance improvement and managerial activities. Such reports will include the monthly Governing Body Status Report, Governing Body Quarterly Report, and various others. Supervising Office of Performance Improvement (OPPI) staff. Conducting analytical studies and making recommendations relative to the hospital’s programs, policies and procedures as requested by the Hospital Director. Ensuring that his/her department is in compliance with the TJC, CMS and hospital standards at all times. Conducting other planning and performance improvement activities as directed by Hospital Director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of quality improvement concepts and management principles. Knowledge of applicable standards (e.g. The Joint Commission, Community, Medicare and Medicaid and other regulatory agencies. Knowledge of the Mental Health service delivery system. Ability to plan, organize workflow, and prioritize work activities. Ability to compile and analyze performance improvement data and prepare detailed reports. Working knowledge of personal computer programs. Ability to plan, direct, and review work of others. Ability to develop instructional materials needed to conduct staff training sessions. Ability to work with all levels of staff in a professional manner. Effective oral and written communication skills. Supervisory skills and abilities. Leadership skills and abilities to chair and assist in the coordination of quality improvements committees and activities.

METHOD OF SELECTION: Applicants will be rated on the basis of 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 above mentioned. 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.**

HOW TO APPLY: Use an Application for Professional Employment (Exempt Classification) which may be obtained from the website at www.mh.alabama.gov or Bryce Hospital, Human Resources Department. ***Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.*** Applications should be returned to Bryce Hospital, Human Resources Department, 1651 Ruby Tyler Parkway, Tuscaloosa, Alabama 35404 by: **UNTIL FILLED** in order to be considered for this position. **An official copy of academic transcripts is required and must be forwarded by the college or university to the Human Resources office at the above address.**

Click Here to Apply:

http://www.mh.alabama.gov/Downloads/ADHR/ADHR_ApplicationForEmploymentExemptClassification.pdf