

Job Title	CQT Behavioral Health Specialist (Full Time)
Reports To	CQT Deputy Director or CQT Manager

Job Announcement

Dating back to 2006, MHAMD has ensured quality of care for Marylanders through rigorous programs of services oversight. We accomplish this goal through the Consumer Quality Team’s announced and unannounced site visits to public behavioral health programs and facilities.

Duties and Responsibilities

- Conducts site visits to public mental health facilities around the State of Maryland, driving to sites and staying overnight as needed, and interviews consumers using these services
- Writes, reviews and edits *Site Visit Reports*, ensuring reports are complete, clear, and accurate
- Attends meetings with providers and funders
- Completes special projects including but not limited to data and file management, training, and community outreach
- Handles telephone calls from people with lived experiences and the community, and documents them using the appropriate form
- Other duties as assigned

Qualifications and Requirements

- Must be a self-identified behavioral health consumer or family member
- Support the values of consumer self-determination and recovery and the involvement of consumers in service monitoring and quality oversight
- Self-motivated individual who displays initiative, good judgment, and effective problem-solving skills
- Able to work a varying weekly schedule with frequent statewide travel, including overnights
- Flexible and able to adapt to changes as the program develops and grows
- Excellent oral and written communication skills. Good organizational and time-management skills
- Ability to manage multiple projects simultaneously while maintaining attention to detail
- Demonstrate strong interpersonal skills and ability to work with diverse groups of individuals
- Work effectively in a team environment as well as independently with limited supervision
- Maintain strict confidentiality
- Must have a valid driver’s license, a clean driving record and a personal vehicle for use in making site visits
- General office skills and computer proficiency, including facility with Windows XP, MS Office Suite, Adobe Acrobat
- Must submit to a background check
- Full COVID-19 vaccination required

Position Classification

Full time (35 hours per week), non-exempt and benefits. Benefits include vacation, sick, personal, and holidays, life insurance, short-term and long-term disability, 403(b) retirement plan, medical, dental and vision insurance, and health savings account.

General Conditions

- Monday through Friday, varying schedule. Evenings, including overnight work
- Prolonged periods sitting at a desk and working on a computer
- Reliable transportation
- Mileage reimbursement
- Must be able to lift-up to 25 pounds at times
- Attend trainings, as required
- Weekly debrief meetings

Travel Requirement

Ability to travel throughout the State of Maryland

Flexible Work Arrangement

Position is FWA eligible, and candidates should be prepared to work in the office location for this position as necessary.

Location

State of Maryland

COVID-19 Requirement

All Consumer Quality Team (CQT) newly hired team members will be required to be fully vaccinated against COVID-19 and must provide valid proof of COVID-19 vaccination. Those who are unvaccinated at the time of hire must be vaccinated prior to their start date or submit the appropriate religious or medical exemption form and receive approval before their start date.

How to Apply

Send a cover letter noting your interest and resume to jobs@mhamd.org.

MHAMD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.