

Medicare/Medicaid Standards. Ability to keep accurate records and prepare reports. Ability to plan, organize, and prioritize work activities. Ability to work with patients and all levels of staff in a courteous and professional manner. Ability to communicate effectively both orally and in writing.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their job related training, 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 test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: Use an official Application for Professional Employment (exempt classification) which may be obtained from our website at www.mh.alabama.gov or Bryce Hospital, Human Resources Department. ***Only work experience listed on the application form will be considered. Additional sheets if needed, should be in the same format as the applications. 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. *Do not return this application to the State Personnel Department.* An official copy of your academic transcript(s) from the university or college from which you received your degree must be forwarded to the Human Resources Department at the above address.

www.mh.alabama.gov