



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
BRYCE HOSPITAL
1651 RUBY TYLER PARKWAY
TUSCALOOSA, ALABAMA 35404
205-507-8000
WWW.MH.ALABAMA.GOV



LYNN T. BESHEAR
COMMISSIONER

SHELIA T. PENN
FACILITY DIRECTOR

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

JOB TITLE: Administrator II **NUMBER:** 18-11
JOB CODE: A1500 **DATE:** July 6, 2018
SALARY RANGE: 74 (\$39,290.40- \$59,517.60) **POSITION NO.:** 8800502
JOB LOCATION: Bryce Hospital
Tuscaloosa, AL

MINIMUM QUALIFICATIONS: Bachelor’s degree in Social Work, Psychology, Rehabilitation, Criminal Justice, Health Science or other health related field. Experience (24 months or more) in the mental health field.

KIND OF WORK: Completes investigation at the request of the Hospital Director or designee in accordance with the Department of Mental Health and Bryce Hospital guidelines for investigation and within the set time limits. Conducts investigation from a clinical perspective when applicable, or upon request and provides the treatment team with recommendations as these relate to individual treatment plans and the patient’s behavioral history or pattern. Prepares reports of findings that identify or describe a) what happened b) causes or contributing factors; c) employee responsibility; d) DMH or departmental policy violations; e) whether the allegation is substantiated or unsubstantiated; f) methods of prevention and correction to ensure a complete and thorough investigative report. Provides supervisors with verbal status reports on a weekly basis (or as necessary) to promptly address possible obstacles) problems or concerns so that report completion deadlines are consistently met.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to plan, organize and prioritize work activities. Ability to read and comprehend documents such as policies and procedures. Ability to be objective and fair in all situations. Ability to interact with other staff and patients in a courteous and professional manner. Good verbal and written communication skills.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their 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 THIS OFFICE OR THE OFFICIAL WEB SITE www.mh.alabama.gov. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 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. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT(S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS. JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

“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.”

Click Here to Apply:

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