



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
BRYCE HOSPITAL
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LYNN T. BESHEAR
COMMISSIONER

AUDREY L. MCSHAN
INTERIM FACILITY DIRECTOR

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

JOB TITLE: Mental Health Security Officer III

NUMBER: 18-16

JOB CODE: S4000

DATE: October 19, 2018

SALARY RANGE: 75 (\$42,496.80 - \$64,406.40)

POS. #: 8826327

JOB LOCATION: Bryce Hospital
Tuscaloosa, Alabama

MINIMUM QUALIFICATIONS: High school diploma or GED equivalency, supplemented by an approved course conducted by a police academy. Considerable (48 months or more) recent experience of a responsible nature in police, security or investigative work, including some (12 months or more) supervisory experience.

NECESSARY SPECIAL REQUIREMENTS: Must be certified as a **Law Enforcement Officer** by the Alabama Peace Officer Standards and Training (APOST) Commission and current with all required training and education required by APOST. Must pass a physical agility exam as set by the department. Must be 21 years of age with high personal and moral standards and must have a clean police and work record. Possession of a valid Alabama Driver's License required.

KIND OF WORK: Oversees daily operations and administrative functions of the Bryce Hospital Police Department (BHPD). Ensures that all BHPD Officers meet and maintain all special requirements to perform the job in accordance with the Alabama Peace Officers Standards and Training Commission (APOSTC), the Deputy Sheriff's Commission, Certification of Appointment by the Commissioner of Mental Health, weapons qualifications and Continued Education hours so that BHPD Officers maintain their requirement credentials. Supervises and coordinates BHPD functions to ensure the protection of hospital grounds, patients, employees and visitors is maintained 24-hours a day by means of patrolling, attending to emergency situations, and other related interventions. Monitors the BHPD Office staff to ensure that when hospital staff and visitors come to the office or call, they are promptly and courteously assisted. Maintains communications with the Hospital Director/designee by promptly reporting critical or emergency situations occurring on Hospital grounds. Initiates corrective and/or disciplinary actions as necessary in accordance with the immediate supervisor's instructions when violations in department and hospital policies have occurred.

Reviews and assigns preliminary reports/investigations. Monitors video camera system. Plans/coordinates trips for the hospital patients and staff so that patient's treatment continues without delays. Ensures transportation vehicles are routinely checked and serviced by staff and any damages to the vehicles are reported. Perform other related duties as requested by the Facility Director/Designee.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to maintain a safe and secure environment for patients, staff, visitors and others and provide protection for State property. Ability to deal tactfully with the public and to react calmly and efficiently in the event of an emergency. Ability to be objective and fair in all situations. Ability to deal with patients, employees, and others with respect to their rights. Ability to work with all age groups (adolescents, adults and geriatrics). Ability to be available in times of emergencies or other important matters concerning the Hospital and ability to be contacted (phone number, etc.). Must have good verbal and written communication skills. Ability to write factual/accurate, clear/legible reports. Ability to sustain attention required for video surveillance for long periods of time.

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