



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: Communications Officer

NUMBER: #19-03

JOB CODE: S8500

DATE: January 4, 2019

JOB LOCATION: Bryce Hospital
Tuscaloosa, Alabama

POS. #: 8801447

SALARY RANGE: 46 (20,265.60 - \$28,641.60)

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school. Some experience (12 months or more) in the operation of a law enforcement radio and telephone switchboard preferred.

KIND OF WORK: Operate communication systems (Police radio, telephone, intercom and switchboard). Monitor alarm systems (fire alarm, door alarms, civil defense, etc.). Disseminate information, handle complaints/requests from staff, patients, visitors etc. Write and complete Department of Mental Health/Bryce Hospital/Bryce Hospital Police Department forms and reports (Incident reports, elopement forms, Environment of Care reports etc.). Maintain filing and storage of documents and reports. Monitor for contraband/prohibited items entering the facility and for unauthorized persons. Perform vehicle check prior to operations of vehicles for cleanliness and damages. Receive patient funds, issue/receive facility keys, register vehicles and assist visitors with completion of the Visitation/Inventory forms. Input data into the CARES system. Maintain and/or disseminate information to proper authorities. Issue parking decals (permanent and temporary). Perform other related Bryce Hospital Police Department duties, as necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to be available in times of emergencies. Ability to work with all age groups. Knowledge and use of proper English and grammar. Ability to operate a telephone switchboard and radio system under heavy traffic. Ability to understand and follow written and oral instructions. Ability to be firm and tactful in dealing with patients, staff and the general public. Ability to remain alert, act quickly and use good judgment in emergencies. Ability to work shift hours and weekends as required.

Serve • Empower • Support

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