



STATE OF ALABAMA

DEPARTMENT OF MENTAL HEALTH

BRYCE HOSPITAL
1651 RUBY TYLER PARKWAY
TUSCALOOSA, ALABAMA 35404
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KAY IVEY
GOVERNOR

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FACILITY DIRECTOR

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

JOB TITLE: Nurse Educator **NUMBER:** 19-12
JOB CODE: N4000 **DATE:** February 1, 2019
JOB LOCATION: Bryce Hospital **POSITION NO:** 8801332
Tuscaloosa, Alabama

SALARY RANGE: 76 (\$44,640.00 - \$67,660.80 Annually)

MINIMUM QUALIFICATIONS: Bachelor’s degree in Nursing. Experience (24 months or more) in developing, delivering, and/or evaluating training programs. **OR** Associate’s degree in Nursing. Considerable experience (48 months or more) in developing, delivering, and/or evaluating training programs. Preference will be given for experience in the mental health field.

NECESSARY SPECIAL REQUIREMENT: Possession of a certificate of registration to practice nursing as issued by the Alabama Board of Nursing.

KIND OF WORK: This is responsible administrative work in the field of employee training and development at a mental health facility specializing in the care and treatment of adult and elderly mentally ill patients. Employees in this class will assist with needs assessment, planning, and development of training for new employees and annual mandatory training for all existing staff, with a heavy focus on nursing services staff. The duties and responsibilities include the following: Plans/coordinates/develops courses and provides instruction to new and current hospital employees. Manages and coordinates the Continuing Education program for licensed nursing staff. Maintains accurate and timely records of classes taught, attendance, and course outlines/content. Assesses training needs of employees through the use of multiple assessment tools. Communicates proactively with co-instructors, department heads, supervisors and students by using both verbal and written means. Manages the Staff Development Department operations in the absence of the director and represents the director in meetings and other events as needed. Ensures that pertinent department policies, as well as The Joint Commission standards and CMS are applied. Assists in the implementation of the electronic Learning Management System, including providing raining and assistance to staff and using the system for course delivery and training documentation. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the organizational components that compose a comprehensive staff development program. Knowledge of staff training and development, to include employee onboarding, needs assessment, and instructional design. Knowledge of and ability to assess and identify staff education and training needs. Knowledge of continuing education credits, accreditation, board certification standards and licensures. Knowledge of and ability to establish and maintain required documentation of staff training activities. Knowledge of The Joint Commission and CMS standards, applicable to staff training and education activities. Ability to plan, organize, implement, and coordinate staff education classes. Ability to effectively manage and provide a comprehensive facility-wide staff development program. Ability to effectively use standard staff development training equipment and tools. Ability to communicate with new employees, existing employees, contract employees, and students concerning information needed to ensure understanding of ADMH and Facility policies. Ability to utilize a computer and perform computer operations to enter staff training data, development training material, create spreadsheets, compose reports, and maintain training records. Ability to work effectively with all facility disciplines. Ability to work with and exhibit sensitivity to and understanding of diverse and cultural populations. Ability to communicate effectively, both verbally and in writing.

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 mentioned above. 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 our website at www.mh.alabama.gov. Applications should be returned to the Bryce Hospital, Human Resources Department, 1651 Ruby Tyler Parkway, Tuscaloosa, Alabama 35404 by **UNTIL FILLED** in order to be considered for this position. **Indicate your Alabama nursing licensure number on your application as directed.** Current nursing licensure must be presented for inspection at time of interview. An official copy of your academic transcript from the university or college from which you received your nursing degree is required and must be forwarded by the college or university to the Human Resources Department at the above address.

“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