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GOVERNOR

STATE OF ALABAMA
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JAMES V. PERDUE
COMMISSIONER
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HOSPITAL DIRECTOR

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

JOB TITLE: Rehabilitation Services Foreman

NUMBER: 16-26

JOB CODE: R1000

POS. #: 8824008

SALARY RANGE: 52 (\$22,272.00 - \$32,287.20)

DATE: July 1, 2016

JOB LOCATION: Bryce Hospital, Tuscaloosa, Alabama

MINIMUM QUALIFICATIONS: High school diploma or GED equivalency. Experience (24 months or more) in sheltered or vocational rehabilitation work centers, preferably including some (12 months or more) supervisory experience.

KIND OF WORK: Organize and supervise the Work Center. Assist in the organization and supervision of the packaging work area to: Set up work area prior to the beginning of each work shift. Load/unload delivery truck. Store raw and finished materials in designated areas. Perform packaging work. Communicate with customers concerning production and delivery schedules. Complete work orders, delivery tickets, production records and payroll records. Inventory raw materials and requisition supplies as need. Ensure quality control. Operate pallet jack, walker/stacker and fork lift to move materials. Direct and supervise assigned adult and geriatric patients in therapeutic work activities to: Account for assigned patients at the beginning of each work shift and report absences. Adapt work stations or activities to meet individual patient needs. Establish a close bond with patient workers. Encourage patients to fully participate in therapeutic activities. Communicate with treatment teams concerning patient information. Plan, implement and evaluate therapeutic interventions to address the assessed needs of assigned patients to: Develop goals and objectives, complete appropriate forms for inclusion in the Master Service Plan. Write progress notes and other reports as needed. Collect/compile/update/maintain files and information (paper and computer) relating to patient workers. Ensure compliance with Department of Labor Wage and Hour regulations. Attend staff meeting and in-service education as directed by supervisor. Substitute for Vocational staff as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of workplace readiness skills. Knowledge of psychiatric recovery concepts and treatment planning. Knowledge of State, Federal, and ADMH policies and procedures. Knowledge of Department of Labor regulations. Skill in organization. Skill in communicating effectively both orally and in writing. Skill in leadership. Ability to maintain accurate records. Ability to operate shipping and loading equipment. Ability to assign work tasked to patients based on individual goals.

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.”