



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
BRYCE HOSPITAL
1651 RUBY TYLER PARKWAY
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KIMBERLY G. BOSWELL
COMMISSIONER

AUDREY MCSHAN
FACILITY DIRECTOR

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

JOB TITLE: Habilitation Treatment Coordinator III

NUMBER: 21-09

JOB CODE: O4000

DATE: April 23, 2021

JOB LOCATION: Bryce Hospital
Tuscaloosa, Alabama

POS. #: 8800461, 8800928,
8801000, 8801861, 8801916
8802135, 8820128, 8820481

SALARY RANGE: 75 (\$43,346.40 - \$65,695.20)

MINIMUM QUALIFICATIONS: Graduation from a four-year college or university with a Master's degree in a human services field including but not limited to the following disciplines: Sociology, Speech Education, Rehabilitation, Counseling, Psychology, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, as well as any related academic disciplines associated with the study of Human Behavior, Human Skill development or basic human care needs. Must have considerable experience (48 months or more) *post graduate* experience in providing related services to individuals diagnosed with developmental disabilities, mental illness, and/or substance abuse disorders.

KIND OF WORK: An employee in this classification is responsible for the overall coordination of the treatment planning process, to include facilitation of meetings and progress summarization for individuals on assigned living area(s). Work includes the following duties: Facilitate treatment team meetings as scheduled by the program director and ensure pertinent issues are addressed; monitor care plans monthly, or as needed, to assess current documentation regarding progress toward goals/objectives and ensure documentation provides objective data that is measurable and updated according to departmental/CMS/TJC procedures and regulations; communicate care plan deficiencies regarding discipline specific documentation to the respective clinical staff, and follow up with the appropriate supervisor as needed; complete a monthly summary report indicating status of care plan objectives utilizing information submitted by each staff responsible for respective interventions; follow up on any nursing changes to the care plan and communicate changes to the treatment team as needed; demonstrate proficiency with navigating the electronic healthcare record system and be capable of presenting information in a timely manner when needed; identify any areas of concern regarding patient care and safety and follow up with appropriate staff as needed; and provide training and education to staff on required documentation criteria as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of psychological principles and techniques. Knowledge of applicable developmental disabilities or mental illness accreditation/certification standards. Knowledge of current literature in the treatment/habilitation of individuals with developmental disabilities and/or mental illness. Considerable knowledge of, and ability to, conduct interdisciplinary treatment meetings. Ability to verify relevant client information is ascertained/available for use. Ability to management client/patient file information accurately. Ability to work effectively with other staff and outside support agencies. Ability to accurately complete records, forms, reports, and other related client/patient documentation. Ability to interact effectively with clients/patients and their families. Ability to communicate with others, both verbally and in writing, in an appropriate and professional manner.

METHOD OF SELECTION: Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

DEADLINE: Until Filled

EQUAL OPPORTUNITY EMPLOYER

Click Here to Apply:
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>