



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 L. MCSHAN
FACILITY DIRECTOR

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

JOB TITLE: Mental Health Social Worker II
(Utilization Review Social Worker)

NUMBER: 21-11

JOB CODE: W2000

DATE: April 30, 2021

JOB LOCATION: Bryce Hospital
1651 Ruby Tyler Parkway
Tuscaloosa, Alabama

POSITION NO: 8801660

SALARY RANGE: 73 (\$39,280.80 - \$59,556.00 Annually)

MINIMUM QUALIFICATIONS: Master's degree in Social Work from a program approved by the Council on Social Work Education.

NECESSARY SPECIAL REQUIREMENTS: Must have or be eligible for licensure as graduate social worker as issued by the Alabama Board of Social Work. Eligible employees must obtain licensure within one year of appointment date in order to maintain employment.

KIND OF WORK: This position is assigned to Health Information Management (HIM) and reports directly to the Medical Records Administrator. An employee in this position will analyze patient records to determine legitimacy of admission, treatment, and stay in the hospital to comply with the government and other regulating bodies reimbursement policies. Work includes the following duties: Manages patient care by conducting daily case reviews; makes recommendations regarding admission and/or continued stay; provides information to insurance companies and healthcare facilities about patient admissions, lengths of stay, test results, and medical procedures; verifies patients meet admission and continued stay criteria; communicates with medical and psychiatric staff in carrying out the process of certifying patients for hospitalization or discharge; monitors discharge plans developed by clinical staff to aid in ensuring patients transition smoothly to home or other facilities; collects, analyzes, and interprets data for development of reports monthly; and performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of clinical and crisis interventions. General knowledge of community resources for the mentally ill. Ability to read and comprehend documents such as social histories, psychological assessments, data, court orders etc. Ability to make clinical assessments. Ability to communicate effectively both orally

and in writing. Ability to keep accurate records and write reports. Ability to interact with other professionals in a courteous, professional manner.

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 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 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

Bryce Hospital
Accredited by the Joint Commission

Click Here to Apply:

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>