



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

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

JOB TITLE: Administrator IV
(Director of Bryce Deaf Care Unit)

NUMBER: 22-11

JOB CODE: A2500

DATE: March 18, 2022

JOB LOCATION: Bryce Hospital
Tuscaloosa, Alabama

POSITION NO.: 8800018

SALARY RANGE: 79 (\$53,707.20 - \$81,813.60 Annually)

MINIMUM QUALIFICATIONS: Master’s degree in Business Administration, Social Work, Psychology, Rehabilitation, Health Science, or another health-related field. Experience (24 months or more) in the mental health or public health field, including some experience (12 months or more) in deaf mental health care and in a supervisory capacity.

OR

Bachelor’s degree in Business Administration, Social Work, Psychology, Rehabilitation, Health Science, or another health-related field. Considerable experience (48 months or more) in the mental health or public health field, including experience (24 months or more) in deaf mental health care and in a supervisory capacity.

NECESSARY SPECIAL REQUIREMENT: Applicants must be fluent in American Sign Language. Qualified individuals that are deaf or hard-of-hearing are encouraged to apply.

KIND OF WORK: Responsible for the overall professional clinical, ethical, and administrative activities of the staff and the overall care on a day-to-day basis of the patients on Bryce Deaf Care Unit. Responsible for overseeing and coordinating crisis response for deaf consumers across Alabama. Develops and reviews program goals. Chairs and manages daily program meetings and communicates pertinent information with program staff and maintains a database with this information. Ensures that all TPCs and special meetings are held and ensures that patients receive appropriate treatment. Monitors environment for safety and cleanliness and reports any problems that are found for corrections. Serves on assigned committees and actively participates in meetings to convey necessary information via written or verbal report. Supervises

all assigned program staff, to ensure that competencies are maintained, and job tasks are completed as appropriate. Maintains clinical relationships with staff to facilitate open daily communication and professional collaboration. Performs other duties as directed by Facility and/or ODS Director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Must be knowledgeable and skilled in working with deaf consumers. Must possess good supervisory skills. Knowledge of The Joint Commission and the Centers for Medicare/Medicaid Standards. Good working knowledge of quality improvement. Ability to keep accurate records and prepare reports. Ability to plan, organize, and prioritize work activities. Ability to work with patients and all levels of staff in a courteous and professional manner. Ability to communicate effectively both orally 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 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: April 1, 2022

EQUAL OPPORTUNITY EMPLOYER

Click Here to Apply:

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