



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

BRYCE HOSPITAL
1651 RUBY TYLER PARKWAY
TUSCALOOSA, AL 35404
205-507-8000
WWW.MH.ALABAMA.GOV



Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

Audrey McShan
Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE:	Habilitation Treatment Coordinator II (PREP Instructor)	OPEN DATE: 12/06/2024 CLOSE DATE: Until Filled
JOB LOCATION:	Bryce Hospital Tuscaloosa, Alabama	NUMBER: 24-32 JOB CODE: O3000

SALARY

- Range 72 (\$41,268.00 - \$69,012.00 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Continuous opportunities for acquiring CEU’s needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- Master’s degree in Counseling, Psychology, Social Work, or a human services field.
- 24 months or more in providing related services to individuals diagnosed with intellectual/developmental disabilities, mental illness, or substance use disorders.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

NECESSARY SPECIAL REQUIREMENT

- Possession of, or eligibility for, license or certification, if required for the particular discipline.



KIND OF WORK

- Develops and implements classes and groups based on the identified needs of the patient.
- Communicates pertinent information with treatment teams regarding patient care.
- Completes weekly intervention progress notes for all assigned patients in a timely manner.
- Receives, completes, and returns patient group referrals to the referring treatment team in a timely manner.
- Provides alternative treatment as identified by assessments and treatment team recommendations.
- Coordinates and participates in providing special activities for patients.
- Maintains work area to specially include classroom, kitchen, and laundry room.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of psychological principles and techniques.
- Knowledge of current literature in the treatment/habilitation of individuals with developmental disabilities or mental illness.
- Knowledge of applicable developmental disabilities or mental illness accreditation/certification standards.
- Knowledge of and ability to conduct interdisciplinary treatment meetings.
- Ability to formulate and develop individualized treatment or program plans.
- Ability to verify relevant client information is ascertained or available for use.
- Ability to manage client/patient file information accurately.
- Ability to develop patient programmatic schedules that meet their appropriate treatment needs.
- 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 orally and in writing, in an appropriate and professional manner.

METHOD OF SELECTION

- Applicants will be rated based on 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.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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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.