



Administrator II (Clinical Investigator)

Announcement Number	26-15	Job Code	A1500
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Employment Type	Full-Time
Job Location	Bryce Hospital
Salary/Pay Rate	Range 74 (\$45,556.80-\$76,166.40 Annually).
Additional Salary Information	Salary will be commensurate with experience. Limitations apply to current State employees.
Open Date	07/24/2026
Close Date	Until Filled

Minimum Qualifications

Bachelor's degree in business or human services field.

24 months or more experience in the mental health field or public health field.

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

Key Responsibilities

- Completes investigations in accordance with the ADMH Incident Management Plan and Bryce Hospital guidelines.
- Prepares and presents to the Incident Review Panel complete and thorough investigative reports.
- Provides weekly status reports for all assigned open investigations.
- Attends and participates in Risk Management Meeting.
- Facilitates new employee orientation training regarding the ADMH Incident Management Plan, investigation process, and incident reporting procedures.
- Facilitates new employee orientation training regarding safety procedures in the absence of the Safety Director.
- Facilitates incident review panel and completes and submits meeting minutes in the absence of the Risk Manager.

Required Knowledge, Skills, and Abilities (KSAs)

- Ability to plan, organize, and prioritize work activities.
- Ability to read and comprehend documents.
- Ability to be objective and fair in all situations.
- Ability to interact with other staff and patients in a courteous and professional manner.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze situations and exercise good judgment.

Employee Benefits

- 13 paid holidays.

- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Paid parental leave.
- Longevity bonus annually after 5 years of state service.
- 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](#).

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.**

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.

APPLY NOW