



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
TAYLOR HARDIN SECURE MEDICAL FACILITY
1301 JACK WARNER PARKWAY NORTHEAST
TUSCALOOSA, ALABAMA 35404-1060
205-462-4500
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LYNN T. BESHEAR
COMMISSIONER

ANNIE D. JACKSON,
MSW, LICSW, PIP, MPA, CPM
FACILITY DIRECTOR

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

JOB TITLE:	Administrator II	NUMBER:	20-01
JOB CODE:	A1500	DATE:	01-03-20
JOB LOCATION:	Taylor Hardin Secure Medical Facility 1301 Jack Warner Parkway Northeast Tuscaloosa, AL 35404	POSITION NO:	8836101
SALARY RANGE:	74 (\$41,277.60 - \$62,529.60)		

MINIMUM QUALIFICATIONS: Bachelor’s degree in Social Work, Psychology, Rehabilitation, Criminal Justice, Health Science or other health related field. Experience (24 months or more) in the mental health field.

KIND OF WORK: Completes investigation at the request of the Facility Director/designee/Risk Manager in accordance with the Department of Mental Health and Taylor Hardin Secure Medical Facility guidelines for investigation and within the set time limits, utilizing interviews, surveillance cameras, and other data/tools as needed. Conducts investigation from a clinical perspective when applicable. Prepares reports of findings that identify or describe a) what happened b) causes or contributing factors; c) employee responsibility; d) ADMH or Facility policy violations; e) whether the allegation is substantiated or unsubstantiated; f) methods of prevention and correction to ensure a complete and thorough investigative report. Present complete cases to the Incident Review Panel. Provides weekly/monthly/quarterly reports for risk management and investigation services. Performs other duties as requested by the Risk Manager and Facility Director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to plan, organize and prioritize work activities. Ability to read and comprehend documents such as policies and procedure. Ability to be objective and fair in all situations. Ability to interact with other staff and patients in a courteous and professional manner. Good verbal and written communication skills.

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 mentioned above. All relevant information is subject to verification. Drug screening required. Security Clearances 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 Application for Professional Employment, which may be obtained from this office or the official website www.mh.alabama.gov. Application should be returned to the Personnel Office,

Announcement #20-01
Administrator II
Page 2

Taylor Hardin Secure Medical Facility, 1301 Jack Warner Parkway Northeast, Tuscaloosa, Alabama 35404 by **UNTIL FILLED** in order to be considered for this position. Do not return this application to the State Personnel Department. Copies of all licenses should be forwarded with your application. ***A COPY OF OFFICIAL COLLEGE/UNIVERSITY TRANSCRIPT FROM COLLEGE/UNIVERSITY ATTENDED SHOULD ALSO BE FORWARDED TO THE PERSONNEL OFFICE (AT THE ADDRESS ABOVE). JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”

Click Here to Apply:
<https://tinyurl.com/y2pxr4sr>