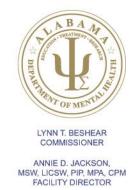
KAY IVEY GOVERNOR

STATE OF ALABAMA

DEPARTMENT OF MENTAL HEALTH TAYLOR HARDIN SECURE MEDICAL FACILITY

1301 JACK WARNER PARKWAY NORTHEAST TUSCALOOSA, ALABAMA 35404-1060 205-462-4500 WWW.MH.ALABAMA.GOV



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 POSITION NO: 8836101

1301 Jack Warner Parkway Northeast

Tuscaloosa, AL 35404

SALARY RANGE: 74 (\$41,277.60 - \$62,529.60)

MININUM 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 **TRANSCRIPT FROM OFFICIAL COLLEGE/UNIVERSITY COLLEGE/UNIVERSITY** ATTENDED SHOULD ALSO BE FORWARDED TO THE PERSONNEL OFFICE (AT THE ABOVE). **JOINT COMMISSION** ACCREDITED/EQUAL **OPPORTUNITY ADDRESS** 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