



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



KIMBERLY G. BOSWELL
COMMISSIONER

KIMBERLY MCALPINE,
FACILITY DIRECTOR

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

<u>JOB TITLE:</u>	Administrator II	<u>NUMBER:</u>	20-35
<u>JOB CODE:</u>	A1500	<u>DATE:</u>	12-18-20
<u>JOB LOCATION:</u>	Taylor Hardin Secure Medical Facility 1301 Jack Warner Parkway Northeast Tuscaloosa, AL 35404	<u>POSITION NO:</u>	880203 8836101
<u>SALARY RANGE:</u>	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 investigations 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 investigations 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 procedures. 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 (Exempt Classification) which may be obtained from our website at www.mh.alabama.gov. **Only work experience detailed on the application will**

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be considered. Applications should be submitted by the deadline to be considered. Announcements open UNTIL FILLED will remain open until 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: **Until Filled**

JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.

Click Here to Apply:

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