



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**TAYLOR HARDIN SECURE MEDICAL FACILITY**  
1301 JACK WARNER PARKWAY NORTHEAST  
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KIMBERLY G. BOSWELL  
COMMISSIONER

YOLANDA D. CLAY, DHA,  
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DIRECTOR

**EMPLOYMENT OPPORTUNITY – REVISED REANNOUNCEMENT**

**JOB TITLE:** Nurse Educator **OPEN DATE:** 9/1/2022  
**CLOSE DATE:** Until Filled

**JOB LOCATION:** Taylor Hardin Secure Medical Facility **NUMBER:** 22-15  
Tuscaloosa, Alabama **JOB CODE:** N4000

**SALARY**

- Range 76 (\$48,300.00 - \$81,007.20 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 CE’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**

- Bachelor’s degree in Nursing.
- 24 months or more experience in developing, delivering, and/or evaluation training programs.
- OR
- Associate's degree in Nursing.
- 48 months or more experience in developing, delivering, and/or evaluation training programs.
- Preference will be given for experience in the mental health field.

**SPECIAL REQUIREMENTS**

- Possession of a certificate of registration to practice nursing as issued by the Alabama Board of Nursing.

## **KIND OF WORK**

- Responsible administrative work in the field of employee training and development at a mental health facility.
- Assist with needs assessment, planning, and development of training for new employees and annual mandatory training for all existing staff, with a heavy focus on nursing services staff.
- Select participants for training courses, scheduling courses, selecting and arranging training locations, and selecting materials, speakers, and training aids.
- Provide training and instruction in accordance with the Department of Mental Health's policies and philosophy to meet identified learning needs.
- Supervision may be exercised over employees performing specialized assignments.
- Assist with coordinating and facilitating staff development training activities.
- Identify and develop training programs that provide continuing education units for all disciplines.
- Conduct new employee orientation.
- Conduct annual mandatory trainings for licensed and non-licensed staff that meets patient care needs.
- Maintain training data to track evidence of meeting competencies and continuing education requirements.
- Develop and deliver structured online education programs through the Relias Learning Management System.
- Serve on the Staff Development Committee and other various committees as needed.
- Ensure compliance with Joint commission, CMS, and hospital standards.
- Perform other duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and understanding of the organizational components that compose a comprehensive staff development program.
- Knowledge of staff training and development, to include employee onboarding, needs assessment, and instructional design.
- Knowledge of and ability to assess and identify staff education and training needs.
- Knowledge of continuing education credits, accreditation, board certification standards, and licensure.
- Knowledge of and ability to establish and maintain required documentation of staff training activities.
- Knowledge of Joint Commission and CMS standards, applicable to staff training, and education activities.
- Ability to plan, organize, implement, and coordinate staff education classes.
- Ability to utilize the computer and perform computer operations to enter staff training data, develop training material, create spreadsheets, compose reports, and maintain training records.
- Ability to work effectively and cooperatively with all disciplines.
- Ability to communicate effectively, both verbally and in writing.

## **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>

**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.