



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

YOLANDA D. CLAY, DHA,
MBA,
ACTING FACILITY
DIRECTOR

EMPLOYMENT OPPORTUNITY - REVISED

JOB TITLE:	Registered Nurse IV (Assistant Director of Nursing)	OPEN DATE: 9/16/2022 CLOSE DATE: Until Filled
JOB LOCATION:	Taylor Hardin Secure Medical Facility Tuscaloosa, Alabama	NUMBER: 22-19 JOB CODE: N5000

SALARY

- Minimum Starting Salary: **\$70,491.20**
Includes Minimum Base Pay of \$66,331.20 with additional \$2.00 per hour MH Direct Care Premium Pay.
- Minimum 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

- Graduation from an accredited school of nursing.
- 72 months experience as a Registered Nurse, including...
- 36 months experience in a supervisory capacity.

OR

- Bachelor's degree in nursing.
- 60 months experience as a Registered Nurse, including...
- 36 months experience in a supervisory capacity or administrative capacity.

OR

- Master's degree in nursing.
- 36 months experience in the mental health field.

SPECIAL REQUIREMENTS

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

KIND OF WORK

- Function as the Assistant Director of Nursing as well as assume the role of Director of Nursing Services in absence of DON.
- Monitor and evaluate delivery of patient care to ensure appropriate, effective, and efficient treatment services are provided to meet patient care needs.
- Assume consistent implementation of DMH/MI facility and nursing service policies and procedures.
- Serve as chairperson of Nursing Services policy and procedure committees as assigned.
- Assist the DON with keeping Nursing Services in a constant state of readiness for The Joint Commission and CMS surveys.
- Recommend and initiate disciplinary action and commendations to promote positive changes in performance.
- Maintain and assist in provision of sufficient staff.
- Approve leave for staff directly supervised.
- Participate in the interview process to fill RN and LPN positions.
- Document, as appropriate, in relation to supervisory and other administrative duties in a timely manner.
- Attend Nursing Service and assigned hospital meetings.
- Conduct communication meetings and promote communication between assigned programs and shifts.
- Assist shift supervisor in improving the nursing staff's performance and maintaining their level of competence.
- Prepare performance appraisals for staff directly supervised.
- Assist in planning of nursing service budget, staffing plans, and review coverage needs of the facility.
- Attend in-service and continuing education to maintain licensure, ensure competency, and promote professional growth.
- Complete requirements to maintain privileges for psychiatric emergency.
- Perform other related duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skills, and ability to recognize medical and psychiatric emergencies.
- Ability to communicate effectively orally and in writing.
- Ability to deal with many types of people in delicate, frustrating, or tense situations.
- Ability to act independently, take charge, and take moderate risks in situations not covered by existing procedures.
- Ability to provide client care utilizing nursing processes, standards of care, and nursing plans of care.
- Ability to supervise the work of others.
- Ability to make decisions as needed, evaluate effectiveness of treatment programs, and establish priorities.
- Ability to operate medical equipment.
- Ability to provide education to patients and staff.

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)

<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.