



STATE OF ALABAMA
 DEPARTMENT OF MENTAL HEALTH
 TAYLOR HARDIN SECURE MEDICAL FACILITY
 1301 JACK WARNER PARKWAY NORTHEAST
 TUSCALOOSA, AL 35404-1060
 205-462-4500
 WWW.MH.ALABAMA.GOV



Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

Daphne Kendrick
 Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Administrator II **OPEN DATE:** 06/28/2024
CLOSE DATE: Until Filled

JOB LOCATION: Taylor Hardin Secure Medical Facility **NUMBER:** 24-16
 1301 Jack Warner Parkway NE **JOB CODE:** A1500
 Tuscaloosa, Alabama

SALARY

- Range 74 (\$44,664.00 - \$74,673.60 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 CEU'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 a human services field.
- 24 months or more in the mental health field or public health field.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.



KIND OF WORK

- Conducts investigations in accordance with the ADMH Incident Management Plan.
- Prepares and presents investigative reports to the Incident Review Panel (IRP).
- Stores and maintains incident reports.
- Attends and participates in Incident Review meetings and facilitates new employee orientation training in the absence of department staff.
- Completes special assignments.
- Completes weekly, monthly, and quarterly reports of investigations.
- Performs other related duties necessary to the effective operations of the facility, as assigned by supervisor and/or Facility Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to plan, organize and prioritize work activities.
- Ability to read and comprehend documents.
- Ability to be objective and fair in all situations.
- Ability to interact with other staff and patients in a courteous and professional manner.
- Ability to communicate effectively both verbally and in writing.
- Ability to analyze situations and exercise good judgment.

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)

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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.