



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- REVISED**

**JOB TITLE:** Administrator IV **OPEN DATE:** 10/04/2024  
**CLOSE DATE:** Until Filled

**JOB LOCATION:** Taylor Hardin Secure Medical Facility **NUMBER:** 24-22  
 Tuscaloosa, Alabama **JOB CODE:** A2500

**SALARY**

- Range 79 (\$58,111.20 - \$97,716.00 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**

- Master’s degree in a human services field.
- 24 months or more experience in the mental health or public health field, including...
- 12 months or more administrative experience coordinating or monitoring projects, processes, or programs; coordinating or analyzing data; or providing direct patient care.

**OR**

- Bachelor’s degree in a human services field.
- 48 months or more in the mental health or public health field, including...
- 24 months or more administrative experience coordinating or monitoring projects, processes, or programs; coordinating or analyzing data; or providing direct patient care.
- ***Preference will be given to applicants with supervisory experience.***

*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**

- Responsible for the overall professional, clinical, ethical, and administrative activities of the staff on assigned programs.
- Develops and reviews assigned program goals and policies and procedures.
- Chairs Program Safety meetings and Clinical Management Team meetings.
- Chairs and manages daily program meetings and discusses with program staff census information, discharges, admissions, 24-hour reports, incident reports, etc., and keeps database with this information.
- Ensures all Treatment Planning Conferences and special meetings are held within established guidelines and ensures that patients receive appropriate treatment.
- Monitors environment for safety and cleanliness and reports any problems for correction.
- Serves on assigned committees and actively participates in meetings to convey necessary information via written or verbal reports.
- Supervises all assigned program staff to ensure that competencies are maintained, and job tasks are completed as appropriate.
- Provides support/leadership to ensure area is in compliance with The Joint Commission and hospital standards.
- Performs other related duties necessary to the effective operations of the facility as assigned and required by supervisor and Facility Director.

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

- Knowledge of The Joint Commission standards.
- Ability to organize, plan, and prioritize work activities to meet specific timeframes and deadlines.
- Ability to work in an independent manner.
- Ability to effectively supervise staff.
- Ability to understand and interpret appropriate standards, policies, and regulations.
- Ability to establish and maintain effective working relationships with all levels of staff.
- Ability to utilize a computer, various software packages, and internet resources.
- Ability to communicate effectively both orally 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)

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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.

**EQUAL OPPORTUNITY EMPLOYER**