



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 III  
 (Risk Manager)

**OPEN DATE:** 9/20/2024  
**CLOSE DATE:** Until Filled

**JOB LOCATION:** Taylor Hardin Secure Medical Facility  
 Tuscaloosa, Alabama

**NUMBER:** 24-25  
**JOB CODE:** A2000

**SALARY**

- Range 77 (\$52,761.60 - \$88,524.00 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.
- 12 months or more experience in the mental health field handling risk management activities in a hospital or medical setting.

**OR**

- Bachelor’s degree in a human services field
- 36 months or more experience in the mental health field handling risk management activities in a hospital or medical setting.

*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**

- Leads Incident Report reviews for the Risk Management Committee.
- Ensures completeness of the Incident Forms.
- Accounts for those Incident Reports that may be under investigation or requiring follow up.
- Serves as facility expert with ADMH Incident Management Plan.
- Assists in Joint Commission/CMS survey preparedness activities.
- Keeps up to date with Joint Commission and CMS standards as well as ADMH and Taylor Hardin Secure Medical Facility Specific Policies.
- Organizes, coordinates, and assures adequate review and documentation of quality assurance and improvement programs.
- Gathers and analyzes data and compiling reports, charts, graphs, etc.
- Providing consultation, education, and technical assistance to facilities and community providers regarding implementation of quality assurance and quality improvement activities.
- Assists in the coordination of quality improvement committees or councils for dissemination of information.
- Assists in the evaluation of the facilities and community quality assurance and improvement programs and activities on a regularly scheduled basis.
- Interacts with departmental officials and other staff to discuss the facility, community services, evaluating services, and planning improvements to maximize efficient use of facilities, staff, and resources.

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

- Knowledge of quality improvement concepts.
- Knowledge of the Mental Health service delivery system in Alabama.
- Knowledge in the development of policies and procedures.
- Knowledge of applicable standards (e.g., Joint Commission on Accreditation of Health Care Organizations), department policies, and other applicable state and federal requirements.
- Skill in the use of the personal computer and related software.
- Ability to effectively plan, direct, coordinate, and review the efforts of various people and resources to achieve desired outcomes.
- Ability to establish and maintain effective working relationships with various individuals, associates, subordinates, groups, and professionals.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently.
- Ability to analyze information and recommend appropriate action.
- Ability to plan, organize workflow, and prioritize work activities.
- Ability to understand and exercise good judgment in interpreting departmental policies, federal and state laws, and regulations.

## **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.