



## Administrator IV (Care Transition Manager)

<b>Announcement Number</b>	26-19	<b>Job Code</b>	A2500
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<b>Employment Type</b>	Full-Time
<b>Job Location</b>	Taylor Hardin Secure Medical Facility
<b>Salary/Pay Rate</b>	Range 79 (\$58,111.20 - \$97,716.00 Annually)
<b>Additional Salary Information</b>	Salary will be commensurate with experience. Limitations apply to current State employees.
<b>Open Date</b>	06/05/2026
<b>Close Date</b>	Until Filled

### Minimum Qualifications

Master’s degree in Psychology or related field.  
 24 months or more in the mental health field, including 12 months or more supervisory experience.

**OR**

Bachelor’s degree in Psychology or related field.  
 48 months or more experience as indicated above, including 24 months or more supervisory experience.

***Preference will be given for a master’s degree in forensic psychology and experience in administering HCR-20’s or other psychological assessments.***

### Key Responsibilities

- Provides a minimum of three hours per day conducting HCR-20 risk assessments.
- Ensures coordination and monitoring of risk assessments (HCR-20’s).
- Attends treatment planning conferences and/or communicates with the treatment team regarding patients’ care.
- Provides monthly administrative, educational, and supportive supervision to assigned staff and documents all supervision activities in a timely manner.
- Audits charts to ensure risk mitigation factors are reflected as a focus of treatment with 90% of charts meeting this standard.
- Ensures the HRB referrals include evidence of the mitigation of identified risk factors.
- Participates and serves on committees as assigned.
- Performs other related duties as required.

### Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of mental and psychological disorders.
- Knowledge of risk mitigation and treatment plan development.
- Knowledge of human behavior to include developmental theories, personality theories, normalization, systems theories, non-verbal communication, and social and cultural influences.
- Knowledge of performance improvement related to chart auditing.
- Ability to supervise, delegate, commend, discipline, evaluate, and instruct work of others.
- Ability to make clinical and psychological assessments.
- Ability to understand and interpret appropriate standards, policies, and regulations.

- Ability to utilize a computer, various software packages, and internet resources.
- Ability to communicate effectively both orally and in writing.
- Attends and participates in meetings and conferences.
- Ability to establish and maintain effective working relationships with all levels of staff.

### Employee Benefits

- 13 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Paid parental leave.
- Longevity bonus annually after 5 years of state service.
- 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](#).

### 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.**

### 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.

**APPLY NOW**