



Kay Ivey
Governor

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
115 HARPER COURT
TUSCALOOSA, AL 35401
205-366-3010 | FAX 205-366-3012
WWW.MH.ALABAMA.GOV



Kimberly G. Boswell
Commissioner

Sonja Rawls,
MSN, BSN, RN
Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Mental Health LPN I
(Part-Time, Hourly/Temporary) **OPEN DATE:** 03/01/2024
CLOSE DATE: Until Filled

JOB LOCATION: Mary Starke Harper
Geriatric Psychiatry Center
Tuscaloosa, Alabama **NUMBER:** 24-03
JOB CODE: N1000

PAY RATE

- \$30.24 hourly.

NOTES

- Not eligible for Alternate Shift Pay for evening or night shift.
- Not eligible for MH Direct Care Premium Pay.
- Not eligible to accrue paid annual or sick leave.
- Must work less than 30 hours per week.
- A 30-day break in service is required after 832 hours worked.
- Service time will not count toward salary or leave progression.

MINIMUM QUALIFICATIONS

- Standard High School graduation and graduation from a state-approved school of practical nurse education.

SPECIAL REQUIREMENTS

- Possession of a certificate of registration as a Practical Nurse by the Alabama Board of Nursing.

KIND OF WORK

- Assures appropriate and effective treatment services are provided.
- Prepares and administers prescribed medication for geriatric patients.
- Evaluates patient's condition prior to administering PRN medications.
- Accepts and transcribes physicians' orders.
- Performs special nursing procedures for geriatric patients.
- Uses and maintains special patient care equipment common to the care of elderly patients.
- Monitors patients for change in status and reports/documents findings.
- Provides basic direct patient care to patients in accordance with their plan of care.



- Attends mandatory in-services and maintains CEU's for licensure.
- Documents appropriate information in the patient's record.
- Ensures compliance with hospital standards.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and ability to review clinical documentation and make appropriate decisions regarding the appropriateness of documentation.
- Knowledge of and ability to apply established UR and Medical Records documentation standards and practices.
- Knowledge of appropriate criteria for measuring quality of care as it relates to applicable compliance standards (Medicare, Medicaid, TJC, etc.).
- Ability to identify problem areas and effectively resolve them.
- Ability to maintain accurate records and follow through with responsibilities and assignments independently.
- Ability to communicate and resolve issues effectively and appropriately with hospital employees.
- Ability to provide detailed assessment of patient documentation.
- Ability to assess the medical necessity of admission of geriatric patients, treatment, and their continued stay.

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.

EQUAL OPPORTUNITY EMPLOYER