



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



Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

Sonja Rawls,
MSN, BSN, RN
Facility Director

EMPLOYMENT OPPORTUNITY - REVISED

JOB TITLE:	Administrator II (Clinical Investigator)	OPEN DATE: 09/01/2024 CLOSE DATE: Until Filled
JOB LOCATION:	Mary Starke Harper Geriatric Psychiatry Center Tuscaloosa, Alabama	NUMBER: 24-08 JOB CODE: A1500

SALARY

- Range 74 (\$45,556.80 – \$76,166.40 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 CE'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.

QUALIFICATIONS

- Bachelor's degree in human services field.
- 24 months or more experience in the mental health 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

- Completes investigations in accordance with the ADMH Incident Management Plan.
- Prepares and presents thorough investigative reports to the Incident Review Committee.
- Conducts investigations from a clinical perspective and provides recommendations to the treatment team.
- Provides the Facility Director with status reports on a weekly basis and as requested.
- Monitors environmental safety issues reporting.
- Coordinates repairs and construction of recommended changes.
- Works as liaison with contracted services for maintenance, housekeeping, pest control, and laundry services.
- Conducts quality monitoring of contract services.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of investigation practices and structure, including interview techniques.
- Knowledge of standard patient care regulations and guidelines.
- Knowledge of standard hospital safety and environmental guidelines.
- Knowledge of Joint Commission and CMS standards of care.
- Ability to express ideas clearly and in a concise manner, both verbally and in writing.
- Ability to identify pertinent factors, gather relevant information, evaluate information, or evidence and formulate accurate assessments.
- Ability to coordinate/organize thorough investigations and prepare concise written investigative reports.
- 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 plan, organize workflow, and prioritize work activities.

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