



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

JOB TITLE: Accounting Assistant I (Staffing Coordinator) (2 PM – 10:30 PM Shift) **OPEN DATE:** 11/01/2024
CLOSE DATE: Until Filled

JOB LOCATION: Mary Starke Harper Geriatric Psychiatry Center
 Tuscaloosa, Alabama **NUMBER:** 24-13
JOB CODE: K1000

SALARY

- Range 57 (\$28,514.40 – \$46,672.80 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.

MINIMUM QUALIFICATIONS

- Graduation from a standard high school.
- 12 months or more responsible clerical accounting work experience.

KIND OF WORK

- Provide administrative support to the Nursing Services Department.
- Complete and maintain daily staffing sheets per each shift and ensures for accuracy.



- Completes, reviews, and maintains call-in slips and ensures proper distribution to department heads and supervisors.
- Maintains a list for voluntary and mandatory overtime.
- Manages the overtime list to ensure safe staffing numbers.
- Assumes responsibility for the Staffing Coordinator in his/her absence. Available flexible hours as needed to assist with the daily operations of the staffing office.
- Answers telephone and accurately records information to forward to the appropriate MHW Supervisor or RN Supervisor.
- Coordinates patient's transportation to and from appointments, DCH, discharges and trial visits.
- Maintains an inventory of all keys kept in the staffing office and ensures all keys are accounted for at the end of each shift.
- Organizes and maintains retention files: i.e. patient accountability forms, 24-hour report sheets, daily run-around, monthly work schedules, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computer programs, various software, and general office equipment.
- Knowledge of basic accounting principles.
- Ability to communicate effectively both verbally and in writing.
- Ability to be courteous and professional with patients, employees, and the general public.
- Ability to maintain strict confidentiality.
- Ability to prepare, create, and disseminate data.
- Ability to multi-task functions.
- Ability to work under pressure and meet strict deadlines.

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.