



BOB RILEY
GOVERNOR

State of Alabama
DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION

Bryce Hospital
200 University Boulevard
Tuscaloosa, Alabama 35401
Phone (205) 759-0799
Fax (205) 759-0890



JOHN HOUSTON
COMMISSIONER

CHARLES R. CUTTS
HOSPITAL DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: M.H. Social Worker III

NUMBER: 0807

JOB CODE: W3000

POS. # 880113

SALARY RANGE: 72 \$34,387.20-\$52,168.80

DATE: Jan 22, 2008

JOB LOCATION: Bryce Hospital – Adolescent Unit

QUALIFICATIONS: Master's degree in Social Work from a college or university approved or accredited by the Council on Social Work Education with 13 to 24 months experience as a social worker in the mental health field. Possession of or eligibility for licensure as a graduate social worker as issued by the Alabama Board of Social Work Examiners. Eligibility for and active pursuit of the certified (LCSW) level is preferred. Experience in the field of Adolescent Mental Health preferred.

KIND OF WORK: This supervisory position oversees social work services on the Adolescent unit by assigning social work duties, monitoring and evaluating social work services provided so that this service is completed in accordance with established guidelines and patient needs as evidenced by medical records, QI data, peer, and supervisory reviews. Provides social work supervision (administrative, educational and supportive) to all assigned social workers in regularly scheduled supervisory conferences so that the social work staff can provide quality services based on clinical expertise and patient needs as evidenced by supervisory notes and supervisory consultations. Evaluates the performance of assigned social workers so that the quality of social work services provided is at an acceptable level or beyond as evidenced by regular evaluations. Coordinates admissions to Adolescent Unit with Admitting Officer and representatives from Central Office. Participates as part of the Adolescent Unit Clinical Management Team (or sends a representative in absence) 90% of the time as evidenced by attendance noted on the minutes from the meetings. Performs post hospitalization planning for hospitalized adolescents 90% of the time in accordance with established guidelines and appropriate protocol as evidenced by medical records, peer and supervisory reviews. Consults with representatives from the Department's Central Office Child and Adolescent Division regarding referrals and patients involved in the discharged phase. Communicates with families, Court Liaisons, other agencies (i.e., DHR) regarding hospitalized adolescents to educate and involve them in aftercare planning in accordance with established guidelines and appropriate protocol as evidenced by medical records, peer and supervisory reviews. Provides written correspondence to Juvenile Courts on hospitalized adolescents targeted for discharge 90% of the time as evidenced by chart records. Demonstrates professional growth and clinical competency by attending and actively participating in at least 70% of all discipline meetings as evidenced by attendance sheets. Demonstrates professional growth and clinical competency by

attending and participating in scheduled supervisory/consultation so that at least 75% of all meetings are attended annually as evidenced by supervisory records. Demonstrates professional growth and clinical competency by attending all (100%) mandatory in service programs and 50% of all Social Work in service programs annually as evidenced by attendance sheets. OTHER RELATED DUTIES: Participates in recruiting efforts. Serves on unit, discipline, and hospital committees as assigned. Any other tasks assigned by either the Director of Social Work, or Unit Director related to patient treatment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good supervisory skills and abilities. Knowledge of clinical and crisis interventions. Ability to make clinical assessments. Ability to keep accurate records and write reports. Ability to interact with other professionals in a courteous, professional manner. General knowledge of community resources for the mentally ill. Ability to communicate effectively both orally and in writing.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD., TUSCALOOSA, ALABAMA, 35401 BY _____ IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.**

“Only work experience detailed on the application form will be considered. Additional sheets if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”

www.mh.state.al.us