



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



BOB RILEY
 GOVERNOR

JOHN M. HOUSTON
 COMMISSIONER
 CHARLES R. CUTTS
 HOSPITAL DIRECTOR

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

JOB TITLE: Administrator VI (Risk Manager)

NUMBER: 0845

JOB CODE: A3500 **SALARY RANGE:** 83 (\$61,910.40-\$94,459.20)

POS. #880076

DATE: 7/14/08

JOB LOCATION: Bryce Hospital

QUALIFICATIONS: Graduation from a four year college or university and a Master's degree in the academic area of specialization. Extensive experience (72 months) in the mental health field, including considerable responsible supervisory or administrative experience (48 months) related to the area of specialization. Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Job Evaluation Committee.

KIND OF WORK: Serve as the Risk Manager for Bryce Hospital. Will review all incident reports for the hospital on a daily basis and present the reports to the department heads in the morning incident review meeting. Will chair the Incident Review Panel and make recommendation to the hospital director based on the findings. Function as the chairperson of the Hospital Review Board and provide written reports. Provide periodic reports to the Governing Body, Office of Performance Improvement and other departments. Chairs and/or serves various Hospital Committees including Performance Improvement Committee, Health Information Management, Management Council, etc. Supervise Rehabilitation Programs including Therapeutic Recreation, Vocational Service and Safety Department.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Medicare, Medicaid and JCAHO standards. Ability to plan, organize, and prioritize work activities. Good management skills with the ability to direct, and review the work of others. Ability to be objective in all situations. Ability to interact with other professionals in a courteous and professional manner. Ability to develop policies and procedures related to safety and risk management. Good verbal and written communication skills. Ability to analyze data and prepare statistics in graphical format. Knowledge of Microsoft word and excel.

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. ***“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.”*** THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD., TUSCALOOSA, ALABAMA, 35401 BY

AUGUST 22, 2008 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.**