



STATE OF ALABAMA  
 DEPARTMENT OF MENTAL HEALTH  
 AND MENTAL RETARDATION  
**BRYCE HOSPITAL**  
 200 UNIVERSITY BOULEVARD  
 TUSCALOOSA, ALABAMA 35401  
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BOB RILEY  
 GOVERNOR

JOHN M. HOUSTON  
 COMMISSIONER  
 DAVID BENNETT  
 HOSPITAL DIRECTOR

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

**JOB TITLE:** M. H. LPN II

**NUMBER:** 900

**JOB CODE:** N1400 **SALARY RANGE:** 59 \$22,956 - \$34,094

**POS:** 8802108

**DATE:** 5/08/06

**JOB LOCATION:** Bryce Hospital

**QUALIFICATIONS:** Graduation from a standard senior high school, supplemented by graduation from a State approved School of Practical Nurse Education. American Heart Association/American Red Cross CPR Instructor license and American Red Cross Safety license preferred. Strong background in healthcare preferred. Experience teaching CPR and First Aid preferred. Experience with various computer programs desired. Experience in training/teaching adult learners preferred.

**SPECIAL REQUIREMENT:** Possession of certification of registration as a Practical Nurse issued by the Alabama Board of Nursing.

**KIND OF WORK:** Coordinate CPR training program following the relevant guidelines, including preparing training schedules in concert with supervisors and other managers to ascertain training opportunities for all clinical staff. Provide instruction in a variety of subject areas (primarily CPR) based on identified learning needs, on all three work shifts for a minimum of 38 instructional hours per month. Use a variety of methods/tools to evaluate learning of participants and assess training needs. Communicate proactively with department heads, supervisors and students, as well as with American Heart and Red Cross representatives and others as indicated, to obtain and provide current information, materials and training. Prepare and maintain current and complete course files and other documentation of training performed. Order and properly maintain CPR training equipment. Produce and copy materials and handouts for classes. Develop and post training schedules and advertisements. Serve as coordinator/host for training provided by other individuals/entities. Assist with coordination of State Mental Health Worker Examination. Provide assistance with audio-visual equipment. Assist other department instructors with mandatory hospital training, orientations of new employees and other instructing and training. Other duties as assigned by supervisor.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Demonstrated teaching abilities in CPR and First Aid training. Knowledge of and experience in field of psychiatric nursing. Ability to work varying shifts in order to provide training to all nursing staff. Ability to assess training needs and evaluate learning of students. Ability to prepare and maintain course files and other training documentation. Ability to gain and keep a good rapport with a large and varied group of staff. Ability to interact with all levels of staff in a courteous and professional manner. Knowledge of and competence in use of Word computer programs. Ability to communicate effectively 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 **June 2, 2006** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **AS A PART OF THE APPLICATION PROCESS PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.**

