



BOB RILEY
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**

SEARCY HOSPITAL
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JOHN M. HOUSTON
COMMISSIONER

BEATRICE J. MCLEAN
FACILITY DIRECTOR

AN EQUAL OPPORTUNITY EMPLOYER
ANNOUNCEMENT OF INTENT TO FILL VACANT NON-MERIT
POSITIONS

JOB TITLE: Staff Development Specialist I

NUMBER: 06-22

JOB CODE: U3000

POSITION #: 8826108

SALARY RANGE: (60) \$24,705.60- \$36,676.80 Annually

DATE: 12/22/2006

JOB LOCATION: Searcy Hospital, Mt. Vernon, AL

QUALIFICATIONS: Graduation from a four-year college or university with a major in the behavioral sciences, education, nursing, or a related field. Experience (24 months) in employee training and development, including some (12 months) experience in the mental health field. 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: This is specialized work in the field of employee training and development. Work involves developing, implementing, and evaluating training and development programs for all levels of employees at Searcy Hospital to ensure appropriate training is provided for new employees, mandatory training is provided for permanent employees, needs assessment classes are developed, and remedial training is done as needed in compliance with DMH/MR Policies and Procedures, JCAHO Standards, Medicare/ Medicaid Regulations, and OBRA Regulations. Scheduling of programs, selecting and arranging training locations, and selecting speakers, materials and training aids. Work is performed under the general direction of an administrative supervisor who reviews work for compliance with policies and procedures and the effectiveness of results. Attends annual in-service training and other educational programs. Attends meetings and serves on committees. Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the principles, practices, and techniques of employee training and development. Knowledge of learning processes and of current teaching practices and techniques

applied in adult education. Knowledge of the methods of training persons of varied intelligence, education, and experience. Knowledge of texts, audio-visual aids available for use in training. Ability to recognize needs for employee training and development select and adapt available materials, and prepare original materials to meet training needs. Ability to develop, conduct, and evaluate training programs for professional and technical employees. Ability to instruct and lead group discussions and conferences. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with others. Knowledge of departmental and facility policies and procedures, JCAHO standards, OBRA regulations, and Medicare/Medicaid regulations.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience, 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 Screening Required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official Application for Professional Employment (Exempt Classification) which may be obtained from this office. Applications should be returned to **SEARCY HOSPITAL, OFFICE OF HUMAN RESOURCES, P.O. BOX 1090, MT. VERNON, AL 36560** by **OPEN UNITL FILLED** in order to be considered for this position.

COPIES OF LICENSES/CERTIFICATIONS SHOULD BE FORWARDED WITH YOUR APPLICATION OR FURNISHED DURING INTERVIEW. AN OFFICIAL COPY OF ACADEMIC TRANSCRIPTS IS REQUIRED AND MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS. DRUG SCREENING REQUIRED.