



BOB RILEY
GOVERNOR

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

SEARCY HOSPITAL

P.O. BOX 1090
MT. VERNON, ALABAMA 36560
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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: Administrator VI – Risk Manager

NUMBER: 07-69

JOB CODE: A3500

POSITION # 8805853

SALARY RANGE: \$61,910.40 - \$94,459.20 Annually

DATE: 11/27/2007

JOB LOCATION: Searcy Hospital, Mt. Vernon, AL

QUALIFICATIONS: Graduation from a four-year college or university with a Master’s degree in the Public Health Administration, Business Administration, Social Work, Psychology, Nursing, Statistical Analysis/Research, Rehabilitation, Counseling, Information Management or a human related field. Extensive experience (72 months) in the mental health field, including considerable progressively responsible 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.

KIND OF WORK: This is major professional administrative work of the highest level in a mental health facility for the State of Alabama. This position is responsible for directing a major segment of the state’s mental health program in a designated facility. The emphasis of the position is on management and risk analysis of the assigned administrative division. Work is characterized by the complex variety and major scope of problems. Work follows the guidelines established by the Facility Director and/or applicable state and federal standards, but the employee is expected to exercise a high degree of initiative and ingenuity in dealing with administrative problems. Work includes directing the Hospital Incident Prevention and Management System, Directing the Hospital Environment of Care Committee and other Facility Committees as directed, Serving on various Hospital committees, Assuring compliance with standards, rules and regulations promulgated by DMH/MR, JCAHO and Medicare, Facilitating effective communications with Facility Director and other Hospital staff in order to relay significant information needed to promote the mission, vision and values of the Hospital, Ensuring completion of revisions, additions and deletions of policy and procedures in order to determine that facility guidelines are consistent with JCAHO/Medicare and other regulatory standards, Directing Facility Investigative Processes and ensuring that DMH/MR, JCAHO and Medicare regulations and standards are met, Ensuring implementation of JCAHO and other regulatory standards as evidenced by maintaining accreditation without Type I or supplemental recommendations, Responsible for establishing and maintaining high quality client care, Preparing correspondence to

client families, Hospital staff, other agencies, etc., as deemed necessary and appropriate, Visiting with client families to explain services and resolve any issues/concerns, Conducting quality/performance improvement functions in order to monitor and continually improve quality/performance indicators.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Excellent knowledge of Joint Commission/CMS Standards, Excellent verbal and written communication skills, Excellent analytical ability, Extensive knowledge of incident management processes and Hospital regulatory requirements, Knowledge of concepts of mental illness and principles of client care, Ability to maintain confidential information. Ability to make independent decisions, establish priorities, and solve managerial problems. Ability to effectively plan, organize, direct, and evaluate activities of others.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training and experience. Applicants 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 and security clearances will be conducted on prospective applicants being considered 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 Searcy Hospital. You may also obtain an application online at www.mh.alabama.gov. Applications should be returned to **SEARCY HOSPITAL, OFFICE OF HUMAN RESOURCE MANAGEMENT , P.O. BOX 1090, MT. VERNON, AL 36560** by **OPEN UNTIL FILLED** in order to be considered for this position.

COPIES OF LICENSES/CERTIFICATIONS SHOULD BE FORWARDED WITH YOUR APPLICATION OR FURNISHED DURING INTERVIEW. AN OFFICAL COPY OF ACADEMIC TRANSCRIPTS IS REQUIRED AND MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE OFFICE OF HUMAN RESOURCE MANAGEMENT AT THE ABOVE ADDRESS. DRUG SCREENING REOURIED.