

(REVISED)
RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: Administrator VI (Risk Manager) **NUMBER:** 974

JOB CODE: A3500 **POSITION #** 8805853

SALARY RANGE: \$56,968.60 - \$86,918.00 Annually **DATE:** 4/1/2006

JOB LOCATION: Searcy Hospital, Mt. Vernon, AL

QUALIFICATIONS: Graduation from a four-year college or university, supplemented by graduate work to the level of a master's degree in the academic area of specialization. Extensive experience in the mental health field, including considerable (48 months) progressively responsible experience 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: Direct the Hospital Incident Prevention and Management System. Direct the Hospital Environment of Care Committee and other Facility Committees as directed. Serves on various Hospital committees. Assures compliance with standards, rules and regulations promulgated by DMH/MR, JCAHO and Medicare/Medicaid. Facilitate 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. Ensures completion of revisions, additions and deletions of policy and procedures in order to determine that facility guidelines are consistent with JCAHO/ Medicare/ Medicaid and other regulatory standards. Direct Facility Investigative Processes and ensures that DMH/MR, JCAHO and Medicare/Medicaid regulations and standards are met. Direct Facility Safety Department/Functions and ensures that DMH/MR, JCAHO and Medicare/Medicaid regulations and standards are met. Ensure 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. Prepares correspondence to client families, Hospital staff, other agencies, etc., as deemed necessary and appropriate. Visit with client families to explain services and resolve any issues/concerns. Conduct quality/performance improvement functions in order to monitor and continually improve quality/performance indicators.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: 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 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 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 OFFICIAL COPY OF ACADEMIC TRANSCRIPTS IS REQUIRED AND MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE OFFICE OF HUMAN RESOURCES AT THE ABOVE ADDRESS. DRUG SCREENING REQUIRED.