



BOB RILEY
GOVERNOR

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

North Alabama Regional Hospital
4218 HIGHWAY 31 SOUTH
DECATUR, ALABAMA 35603

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JOHN HOUSTON
COMMISSIONER

ROGER KALONICK
ACTING FACILITY DIRECTOR

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

<u>JOB TITLE:</u>	Staff Development Specialist I	<u>NUMBER:</u>	07-09
<u>JOB CODE:</u>	U3000	<u>DATE:</u>	08-29-07
<u>SALARY RANGE:</u>	60 (\$25,569.60- \$37,960.80)	<u>POS.#:</u>	8834056
<u>JOB LOCATION:</u>	North Alabama Regional Hospital 4218 US Highway 31 South Decatur, AL 35603		

QUALIFICATIONS: Bachelors' degree 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 individual will assist in the development, implementation, and evaluation of staff training programs in collaboration with the Staff Training Coordinator and Nursing Service designee; assist in the coordination of new employee training and annual inservice. Assist in the coordination and maintenance of computerized/paper training records. Assist in and prepare staff development reports as necessary. Responsible for teaching new employee orientation courses, annual in service courses, and personal/professional courses. Participate in all aspects of IOP, Performance Improvement reports, and assist the Staff Training Director in special projects.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Highly proficient in use of computers and software, particularly MS Office Suite. Ability to effectively communicate, both orally and in writing. Ability to organize, plan and implement work in an independent manner. Ability to establish and maintain positive working relationships with staff and departments. Knowledge of staff training programs. Knowledge of Joint Commission/Accreditation Standards.

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 stated above. All relevant information is subject to verification.

Drug screenings and 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, which may be obtained from this office or any DMH/MR facility Personnel Department or online at www.mh.alabama.gov. Applications for employment should be returned to the Personnel Office, North Alabama Regional Hospital, 4218 US Highway 31 South, Decatur, Alabama 35603. Applications for this position should be returned by **SEPTEMBER 14, 2007** in order to be considered for this position. Copies of license, if appropriate, should be forwarded with the application for employment. **Please have an official copy of graduate transcript forwarded to the Personnel Office at the above address.**