



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION  
ALICE M. KIDD NURSING FACILITY  
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JOHN M. HOUSTON  
COMMISSIONER  
NEDRA MONCRIEF-CRAIG, N.H.A.  
FACILITY DIRECTOR

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

**JOB TITLE:** Materials Manager I **NUMBER:** 974  
**JOB CODE:** M6500 **SALARY RANGE:** 060 - \$24,705.60 to \$36,676.80 **POS.** 8802130  
**JOB LOCATION:** Alice M. Kidd Nursing Facility **DATE:** 3/08/07

**QUALIFICATIONS:** Graduation from a senior high school or GED certificate. Understanding of Federal and State guidelines for Nursing Homes. Experience in ordering supplies for geriatric nursing facility residents. Experience in housekeeping work in a Nursing Facility, including some experience in a supervisory capacity

**KIND OF WORK:** Responsible for Property Inventory Control of all Alice M. Kidd Nursing Facility property. Responsible for labeling all property with a Kidd Property Inventory number and documenting the movement of Kidd property to and from storage. Completes inventory of furniture and equipment at least annually, keeps an up to date list on location of all furniture/equipment that belongs to Kidd and submits reports to Central Office Property Inventory Manager in a timely manner. Responsible for making environmental rounds daily on the units including checking the dumpster to ensure cleanliness and safety of the environment. Follows up on all repairs and lists all repairs needed, submits a written report/checklist to the Facility Director daily and makes rounds with the Facility Director Weekly. Responsible for ordering adequate amounts of supplies for the residents and the Facility. Proofs completed requisitions on special orders. Prepares and signs Material Receipts for goods received at the Facility. Maintains contract files for non-stock items, maintenance, rentals and service of equipment. Responsible for packing up emergency order supplies. Calls in all needed environmental repairs. Responsible for repairs of all equipment/furniture and completes WR-4/Critical Need forms in order to replace any needed furniture and equipment. Obtains confirmation purchase order numbers. Picks up post office and campus mail. Maintains accurate report on supplies and furniture repairs. Participates as a key member of the Facility's Management Council, the Quality Assurance Committee and Safety Committee. Act as back up for Housekeeping Supervisor.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of Federal Regulations for Nursing Homes. Ability to develop an Inventory Control System. Ability in ordering supplies for a Nursing Facility. Ability to communicate with Central Laundry services and Engineering Departments. Ability to effectively communicate, both verbally and in writing. Ability to prioritize multiple demands and meet deadlines.

**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 **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** Only work experience listed on the application form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application.