



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION**  
**WILLIAM D. PARTLOW DEVELOPMENTAL CENTER**  
1700 UNIVERSITY BLVD., EAST  
TUSCALOOSA, ALABAMA 35403  
PHONE (205) 553-4550



JOHN M. HOUSTON  
COMMISSIONER

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

**JOB TITLE:** Administrator II (Campus Coordinator)

**NUMBER:** 06-13

**JOB CODE:** A1500

**DATE:** October 2, 2006

**JOB LOCATION:** W.D. Partlow Developmental Center  
1700 University Blvd. East  
Tuscaloosa, Alabama

**POSITION NO.:** 8808538

**SALARY RANGE:** 74 (\$36,676.80 -- \$55,560.00 Annually)

**QUALIFICATIONS:** Graduation from a four-year college or university with a major in a human service related field. At least 48 months experience in the mental health field, including progressively responsible supervisory or administrative experience related to the direct care of persons with cognitive disabilities / mental retardation.

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:** The individual filling this position will function as a Campus Coordinator / Clinical Investigator for the facility. Duties and responsibilities include the following: Insure sufficient coverage/staffing within Residential Services to meet the needs and well-being of the clients. Assure compliance with the DMH/MR Incident Management Plan by preventing incidents whenever possible and by going to the scene of incidents to assess the situation and implement appropriate action. Conduct incident investigations as assigned by the Facility Director/Designee. Monitor residential areas to insure the health, welfare, and safety of each resident as well as Title XIX compliance. Assume the role of administrator for the facility when appropriate administrative staff is not available. Develop training material and conduct in-service training on assigned shift. Compile data, reports, etc., utilizing various monitoring documents to assess and address system problems as directed by Unit Director, Director of Residential Services, Facility Director, or Designee. Serve on committees to develop / implement and monitor compliance with agency policies. Serve as liaison / coordinator with MHW III /Nurse / etc., with families and visitors on evenings, nights, weekends, and holidays to insure that concerns are met and facility guidelines are followed as monitored by families, visitors, supervisor and administrative reviews. **This position requires eight-hour and twelve-hour shift work with rotating shifts, and includes evening, night, weekend, and holiday work.**

**REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:** Knowledge of ICF-MR Standards. Working knowledge of DMH/MR and facility policy and procedures and ability to interpret and apply that knowledge in performing duties. Knowledge and understanding of the importance and criticality of this position to the efficient operation of the facility. Knowledge of Individual Program Plans and Behavior Support Plans. Knowledge of / ability to insure sufficient staffing in Residential Services to provide adequate resident care. Knowledge / understanding of the provisions contained in the DMH/MR Incident Management Plan. Knowledge of / ability to conduct incident investigations following appropriate procedure. Knowledge of Title XIX, Health / Life Safety Standards and ability / willingness to monitor facilities for compliance. Ability to function effectively as administrator on duty as assigned after hours, to include evening & night shifts, on weekends, and on holidays to assure facility guidelines / policies are followed. Ability to compile training material and conduct staff training. Ability to compile / analyze information and generate appropriate reports independently using PC and related software.

**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 experience 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 "Application For Professional Employment" (Exempt Classification), which may be obtained, from this office. Applications must be returned to the Personnel Department, W.D. Partlow Developmental Center, 1700 University Boulevard East, Tuscaloosa, Alabama 35403 by **UNTIL FILLED** in order to be considered for this position. **An official copy of your academic transcript from the university or college from which you completed degree coursework is required and must be forwarded by the college or university to the personnel department at the above address.**