



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: Mental Health Social Worker

NUMBER: 08-04

JOB CODE: W2000

DATE: February 1, 2008

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

POSITION NO.: 8809050

SALARY RANGE: 70 (\$31,968.00 -- \$48,424.80 Annually)

QUALIFICATIONS: Graduation from an accredited four-year college or university supplemented by graduate work to the level of a master's degree in social work from a college or university approved or accredited by the Council on Social Work Education.

NECESSARY SPECIAL REQUIREMENTS: Possession of licensure as a Graduate Social Worker (LGSW) or higher issued by the Alabama Board of Social Work.

KIND OF WORK: This is a professional social work position responsible for providing social work services to persons with cognitive disabilities that resides in a state operated developmental center. Duties and responsibilities include the following: Complete required client forms and documents within specified time frames to meet facility and Title XIX guidelines. Compose clinical documents and disseminate to appropriate staff within specified time frames. Review clinical documents and provide pertinent client, family, and financial information to treatment teams. Interview families, staff, clients and other agencies to determine client needs and services. Make clear concise oral presentations during team meetings and other client related meetings to facilitate client needs. Provide direct treatment and services to clients to include counseling, crisis intervention, skills training, home visits, etc. Monitor the habilitation of assigned clients and write progress reports. Conduct at least five hours of direct training with clients per week and complete at least one client engagement form per week. Coordinate / maintain documentation / account for all funds withdrawn from client accounts. Assure client needs for adequate clothing, training equipment, adaptive needs, and personal possessions are met.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Knowledge / understanding of social work services appropriate for mental retardation clients in a residential setting. Ability to compose clinical documentation that facilitates quality client care. Ability to assess the progress of clients. Ability to effectively provide direct social service treatment to individuals with mental retardation. Ability to maintain accurate client information. Ability to monitor and assure clients' habilitation needs are adequately provided. Ability to provide appropriate and effective training to clients. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working

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relationships with clients , clients' relatives / guardians, staff, and consultants. Knowledge and skills using a personal computer and basic office software. Knowledge of Medicaid / Title XIX guidelines governing an intermediate care facility for persons with mental retardation.

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 should 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. **A copy of current graduate social work licensure issued by the Alabama Board of Social Work is required. 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.**