



BOB RILEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION
WILLIAM D. PARTLOW DEVELOPMENTAL CENTER
P.O. Box 1730
TUSCALOOSA, ALABAMA 35403-1730
PHONE (205) 553-4550
Fax (205) 554-4130



JOHN M. HOUSTON
COMMISSIONER

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

JOB TITLE: Habilitation Treatment Coordinator III
(Director of Employment Services)

NUMBER: 08-10

JOB CODE: O4000

DATE: July 24, 2008

SALARY RANGE: 75 (\$39,864.00 – \$60,415.20 Annually)

POSITION #: 8808513

JOB LOCATION: W. D. Partlow Developmental Center
Tuscaloosa, Alabama

QUALIFICATIONS: Graduation from a four-year college or university with a Master's Degree in a human services field / discipline, including but not limited to sociology, speech education, rehabilitation, counseling, psychology, speech pathology, audiology, nursing, physical or occupational therapy, as well as any related academic disciplines associated with the study of human behavior, human skill development or basic human care needs.

Must have considerable experience (48-months or more) **post graduate** experience in providing related services to individuals diagnosed with mental retardation and/or developmental disabilities, mental illness, and/or substance abuse disorders.

KIND OF WORK: The applicant selected to fill this position will function as the Director of Employment Services with responsibility for departmental overview / direction of employment services for individuals served by the W. D. Partlow Developmental Center and the supervision of staff involved in providing these services. This position will assure appropriate vocational training programs and employment opportunities are available. The essential duties and responsibilities include the following: Assist individuals with identifying preferred employment outcomes through discussion, education and exposure to a variety of work options. Support / facilitate individuals in obtaining and developing maximum autonomy in their choice of employment. Provide functional assessments as needed to support individual employment preferences and related training. Solicit / secure (either directly or indirectly via personnel supervised) community employment opportunities and/or contract work opportunities. Maintain compliance with Department of Labor, DMH/MR and other applicable regulatory / compliance standards. Ensure accuracy and timeliness of data collection involving skill acquisition training and employee payroll timekeeping. Order supplies, equipment, etc to ensure the ongoing operation of all employment activities and related training. Attend meetings and serve on committees as needed / directed to increase the scope of employment opportunities for individuals living at Partlow. Direct, supervise, allocate

assigned staff and monitor assigned areas to ensure service delivery is provided in a manner which best supports valued work opportunities. Complete reports, staff appraisals, and other documents as required.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to plan, direct, coordinate departmental level operations in a manner that supports the goals, objectives and overall well-being of those individuals served. Knowledge of and ability to secure vocational employment opportunities for individuals served. Ability to support individuals in choosing appropriate employment options that maximize their self-sufficiency and facilitate successful outcomes. Knowledge of and ability to conduct functional assessments of individuals' vocational skill levels and training needs. Ability and/or willingness to secure / provide appropriate vocational training for individuals served. Knowledge of and ability to maintain compliance with applicable Department of Labor employment regulations. Ability and/or willingness to establish and maintain effective data collection procedures and assure data is processed accurately and timely by staff. Knowledge of appropriate supplies and materials to support individuals' training and employment activities. Ability and /or willingness to work effectively with other Partlow departmental directors and staff, as well as outside support agencies and community resource providers. Ability to direct, supervise, manage and evaluate effectively the work of subordinate staff and take corrective action as necessary. Ability to compile, interpret and assess information and prepare concise oral and written reports.

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 qualification requirements mentioned above. All relevant information is subject to verification. Drug screens and security clearances will be conducted on prospective applicants given serious consideration for employment and whose job requires direct contact with facility consumers.

HOW TO APPLY: Use an official DMH/MR Application for Professional Employment, which may be obtained from this facility's Personnel Office. An official copy of your academic transcript from the university or college from which you received your degree is required and must be forwarded by that college or university to the Partlow Personnel Department. Evidence of applicable professional licensure / certification should be submitted as well. **Application and supporting documentation must be returned to W. D. Partlow Developmental Center, Personnel Office, P. O. Box 1730, Tuscaloosa, AL 35403 by UNTIL FILLED in order to be considered for this position.**