



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
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 II

NUMBER: 08-12

JOB CODE: 03000

DATE: October 27, 2008

SALARY RANGE: 72 (\$35,589.60 -- \$53,995.20 Annual)

POSITION #: 8809322

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, including but not limited to the following disciplines: Sociology, Speech Education, Rehabilitation, Counseling, Psychology, Speech Pathology, Audiology, Nursing, Physical Therapy, Occupational Therapy, as well as any related academic discipline associated with the study of human behavior, human skill development or basic human care needs.

Must have experience (24-months or more) post graduate in providing related services to individuals diagnosed with mental retardation and/or developmental disabilities / mental illness and/or substance abuse disorders.

KIND OF WORK: This is responsible professional programmatic work as a Qualified Mental Retardation Professional (QMRP) at a state residential facility that serves individuals diagnosed with mental retardation. An employee in this class is responsible for ensuring the continuous delivery of appropriate services for those individuals. Work is performed under the supervision of a professional or administrative supervisor and is reviewed for conformance to accepted guidelines / standards for program effectiveness. Duties include the following: Develop / implement / evaluate individual habilitation plans in accordance with clients' needs / preferences and facility / external reviewing agency guidelines. Review assessments and reports to assure relevant service recipient information is available for review by interdisciplinary teams. Conduct interdisciplinary team meetings and assure all pertinent agenda items are discussed. Develop functional schedules that assure active treatment is provided to consumers. In-service / communicate with staff to assure functional schedules, special considerations, and training programs are consistently implemented that meet the needs of clients served. Assures client information is accurate and complete. Write / complete documents necessary to the efficient operation of her assigned function and the appropriate care of assigned clients. Compile / maintain file information accurately. Interact

with clients in a manner that supports effective treatment and care. Respond to emergency situations promptly to protect the safety of clients and staff.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of psychological principles and techniques applied in the development of behavior training programs. Knowledge of current literature and techniques in the treatment of individuals with mental retardation. Ability to formulate / develop individualized client habilitation plans. Ability to verify relevant client information is ascertained / available for use and take appropriate corrective action as necessary. Ability to manage client file information accurately. Considerable knowledge of / ability to effectively conduct interdisciplinary meetings. Ability to develop client schedules that meet the treatment needs of assigned clients. Ability to work effectively with other staff and outside support agencies. Ability to accurately complete records, forms, reports and other related client documentation. Ability to interact effectively with clients and client families in a manner that facilitates client well being. Knowledge of / ability to respond effectively to client incidents common to a mental retardation setting. Knowledge of applicable mental retardation or mental illness accreditation / certification standards. Ability to work after hours to promote facility initiatives and /or respond to emergencies; i.e. participate in certification surveys, monitor programs, crisis intervention, etc.

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 professional licensure / certification is required. **The 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.**