

KIND OF WORK: This is a professional, administrative position that will report to the Alabama DMH/MR Director of Certification. The employee will serve as the department's liaison to the Alabama Board of Nursing and will serve as the coordinator of the department's Nurse Delegation Program by completing training manual updates, conducting training classes, providing refresher training to MATT and MAS Nurses and providing refresher training materials for use by MATT and MAS nurses for required continuing education of MAC workers. The employee will also work closely with the service division associate commissioners and their designees to review health information and provide quality improvement recommendations

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of standards/regulations such as Joint Commission, Medicare, Medicaid, OBRA, Title XIX, and the respective provisions of the Alabama Administrative Code pertaining to the Alabama DMH/MR and the Alabama Board of Nursing. Knowledge of medical, psychiatric, and nursing diagnosis. Knowledge of general nursing techniques, theory, and practices. Knowledge of prescribed medication and medication administration, including the five rights of medication safety. Knowledge of emergency interventions. Knowledge of universal precautions. Knowledge of medical equipment/supplies. Ability to communicate effectively both orally and in writing. Ability to supervise others, organize and establish priorities, identify needs and resources, manage time and resources, evaluate outcomes, assess, plan, and implement projects.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience, and should provide adequate work history identifying experience related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification.

HOW TO APPLY: Use an official *Application for Professional Employment*, which may be obtained from this office, any Department of Mental Health and Mental Retardation facility personnel office or visiting the website at www.mh.alabama.gov. The application should be returned to the Department of Mental Health and Mental Retardation, P.O. Box 301410 100 North Union Street Montgomery, Alabama 36130-1410 by UNTIL FILLED in order to be considered for this position. **RESUMES WILL NOT BE ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION. ONLY WORK EXPERIENCE DETAILED ON THE APPLICATION FORM WILL BE CONSIDERED. ADDITIONAL SHEETS, IF NEEDED, SHOULD BE IN THE SAME FORMAT AS THE APPLICATION. PLEASE HAVE AN OFFICIAL COPY OF ALL APPLICABLE TRANSCRIPT(S) AND/OR LICENSES FORWARDED TO THE PERSONNEL OFFICE AT THE ABOVE ADDRESS.**