



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**

**BRYCE HOSPITAL**  
200 UNIVERSITY BOULEVARD  
TUSCALOOSA, ALABAMA 35401  
PHONE (205) 759-0799  
FAX (205) 759-0217  
[www.mh.alabama.gov](http://www.mh.alabama.gov)



JIM REDDOCH, J. D.  
COMMISSIONER  
SHELIA PENN, BSN, MPH  
HOSPITAL DIRECTOR

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

**JOB TITLE:** Rehabilitation Specialist I

**NUMBER:** 14-07

**JOB CODE:** R2000      **SALARY RANGE:** 60 (\$26,464.80 to \$39,290.40)

**POS.:** #8846119

**JOB LOCATION:** Bryce Hospital

**DATE:** 4-24-2014

**QUALIFICATIONS:** Graduation from a four year college or university with major course work in the field of rehabilitation, vocational education or other related area. Some (12 months or more) experience in the rehabilitation field.

**KIND OF WORK:** Monitor Day Treatment Class procedures and assess implementation of program goals in conjunction with the Clinical Management Team in order to maintain and improve the overall program operation. Monitor activities and staff performances in order to assess implementation of program goals as evidenced by satisfactory completion of program objective; provision of verbal and written feedback to appropriate disciplines; efficient utilization of staff and other resources; and internal and external review of programs/activities. Monitor and give immediate feedback to teams regarding availability of immediate class openings. Provide related alternatives if classes are not immediately available or open. Monitor and review service plans to assure that the core components of the plans are completed and objectives are measurable, start dates are listed and service plans are effectively describing treatment modalities available. Review and correct closed records in a timely manner in accordance with established policies and procedures. Monitor classes to assure that information is being delivered and quality documentation is present. Review progress notes assuring that they are addressing objectives identified. Attend unit clinical management team meetings and provide evaluative data and PI information regarding education activities/needs. Provide administrative back up on the unit. Provide in-service training and activities to correct deficits/needs as indicated. Ensure his/her area is in compliance with Joint Commission, CMS and Hospital Standards at all times.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of DMH polices and procedures. Knowledge of State of Alabama Personnel policies and hiring procedures. Knowledge of pertinent Federal and State laws and regulations. Knowledge of the Joint Commission, Medicaid and Medicare regulations. Must be able to work independently and have the ability to plan, organize, and prioritize work activities. Ability to be objective and fair in all situations. Ability to interact with patients, visitors and all levels of staff in a courteous and professional manner

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their job related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug screening is required. Security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

**HOW TO APPLY:** Use an "Application for Professional Employment" (Exempt Classification) which may be obtained from the website below or the Bryce Hospital, Human Resources Department. Applications should be returned to Bryce Hospital, Human Resources Department, 200 University Boulevard, Tuscaloosa, Alabama 35401 by **UNTIL FILLED** in order to be considered for this position. Indicate your Alabama nursing licensure number on your application as directed. Current nursing licensure must be presented for inspection at time of interview. **An official copy of your academic transcript from the university or college from which you received your nursing degree is required and must be forwarded by the college or university to the Bryce Hospital, Human Resources Department, at the above address.**

***“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”***