



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

BRYCE HOSPITAL
1651 RUBY TYLER PARKWAY
TUSCALOOSA, ALABAMA 35404-2990
PHONE (205) 507-8000
FAX (205) 507-8352
www.mh.alabama.gov



JAMES V. PERDUE
COMMISSIONER
SHELIA T. PENN, BSN, MPH
HOSPITAL DIRECTOR

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

JOB TITLE: Rehabilitation Specialist I

NUMBER: 16-24

JOB CODE: R2000

POS. #: 8846119

SALARY RANGE: 60 (\$26,464.80 - \$39,290.40)

DATE: May 27, 2016

JOB LOCATION: Bryce Hospital, Tuscaloosa, Alabama

MINIMUM QUALIFICATIONS: Bachelor's degree with major course work in the field of rehabilitation, vocational education or other related field. Some experience (12 months or more) in psychiatric recovery, rehabilitation or vocational rehabilitation. **Or**, High school diploma or GED equivalency. Extensive experience (60 months or more) in psychiatric recovery, rehabilitation or vocational rehabilitation.

KIND OF WORK: Conduct classes at Patient Education to educate patients about their hospitalization, psychiatric disorder, services and interventions, recovery and release to the community. Confer with Treatment Team and other staff matters related to patients' attendance and programs. Complete accurate and timely progress notes that reflect the patients' current level of functioning, pertinent information from the class, and recommendations for further service. Attend treatment team meetings as needed to represent Patient Education and share information related to the patient. Attend in-services and meetings related to maintaining the proper license for profession related to the operation of the Hospital, Department and Patient Education. Collect and collate data for monthly reports and quarterly QI reports. Structure educational outings for patients as approved by their treatment teams and document progress. Assist with duties necessary to maintain clean classrooms, kitchen and laundry room and adequate supplies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of vocational practices and assessment techniques. Knowledge of therapeutic interventions including psychiatric recovery concepts. Knowledge of treatment planning. Knowledge of the demands of available work sites. Knowledge of State, Federal, and ADMH policies and procedures. Knowledge of Department of Labor regulations. Skill in the use of a personal computer and various programs. Skill in communicating effectively both orally and in writing. Skill in organization. Ability to maintain accurate records. Ability to interview patients and evaluate patient abilities and interest. Ability to operate shipping and loading equipment.

Announcement # 16-24
Rehabilitation Specialist I
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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 experiences 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 OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE OR THE OFFICIAL WEB SITE www.mh.alabama.gov. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 1651 RUBY TYLER PARKWAY, TUSCALOOSA, ALABAMA, 35404 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT(S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS. JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

“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.”