STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION
BRYCE HOSPITAL
200 UNIVERSITY BOULEVARD
TUSCALOOSA, ALABAMA 35401
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BOB RILEY
GOVERNOR

JOHN HOUSTON
COMMISSIONER

DAVID BENNETT
HOSPITAL DIRECTOR

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

JOB TITLE: Administrator I **(Admissions Coordinator)** **NUMBER: 917**

JOB CODE: A1000 **SALARY RANGE**: 67 ($27,316.80 - $41,443.20) **POS. #** 8801821

JOB LOCATION: Bryce Hospital, Tuscaloosa, Al **DATE:** 7/06/06

QUALIFICATIONS: Graduation from a four-year college or university with a major in the academic area of Business, Health Service, Social Work, Psychology, Human Service, or related field. Considerable Experience in the mental health field, including progressively responsible supervisory or administrative experience. Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Job Evaluation Committee.

KIND OF WORK: Coordinates the admission of all individual to Bryce Hospital upon the direction of the Clinical Director in accordance with established policies and procedures, State and Federal laws governing involuntary commitment by collecting, retrieving and routing information from mental health centers, the various committing courts (probate, circuit, and juvenile), private physicians and psychiatrist, and families of possible admissions; routing information to appropriate staff to ensure that arrangements are made for community, or legal emergencies which may arise, always notifying the appropriate administrative staff of such circumstances. Reviews (as needed) court orders of patients admitted to Bryce Hospital. Maintains hospital registers/logs, temporary-restraining orders/evaluations from courts pending final commitment, running lists of persons accepted for admission. Responds to community inquiries regarding admissions. Composes correspondence, completes forms, types and proofread documents, files, retrieves or purges source documents. Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Medicare and JCAHO standards. Ability to plan, organize, and prioritize work activities. Good supervisory and management skills with the ability to plan, direct, and review the work of others. Ability to be objective and fair in all situations. Ability to interact with other professionals and community agencies in a courteous and professional manner. Good verbal and written communication skills.

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. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD., TUSCALOOSA, ALABAMA, 35401 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.**