



BOB RILEY
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**

Taylor Hardin Secure Medical Facility
1301 Jack Warner Parkway Northeast
Tuscaloosa, Alabama 35404

Telephone (205) 556-7060



JOHN HOUSTON
COMMISSIONER

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

JOB TITLE: Registered Nurse IV
(Assistant Director of Nursing)

NUMBER: 08-05

JOB CODE: N5000

POSITION NO.: 8820284

JOB LOCATION: Taylor Hardin Secure Medical Facility
1301 Jack Warner Parkway Northeast
Tuscaloosa, AL 35404

DATE: 08-07-08

SALARY RANGE: 81 (\$53,455.20 - \$81,427.20) (Will increase by 3.5% on 09-01-08)

QUALIFICATIONS:

Graduation from an accredited school of nursing and six (6) years experience as a Registered Nurse, including three (3) years experience in a supervisory capacity;

OR

Bachelor's degree in nursing and five (5) years experience as a Registered Nurse, including three (3) years experience in a supervisory capacity or administrative capacity.

OR

Master's degree in nursing, including three (3) year experience in the mental health field.

SPECIAL REQUIREMENTS: Possession of a current certificate of registration to practice nursing as issued by the Alabama Board of Nursing.

KIND OF WORK: Function as the Assistant Director of Nursing as well as assume the role of Director of Nursing Services in absence of DON. Monitor and evaluate delivery of patient care to ensure appropriate, effective and efficient treatment services are provided to meet patient care needs. Assume consistent implementation of DMH/MR facility and nursing service policies and procedures. Serve as chairperson of Nursing Services policy and procedure committees as assigned. Assist the DON with keeping Nursing Services in a constant state of readiness for The Joint Commission and CMS surveys. Recommend and initiate disciplinary action and commendations to promote positive changes in performance. Maintain/assist in provision of sufficient staff. Approve/disapprove leave for staff directly supervised. Assist in selection of RN's and LPN's by participating in the interview process. Document, as appropriate, in relation to supervisory and other administrative duties in a timely manner. Attend Nursing Service and assigned hospital meetings. Promote communication between assigned programs and shifts, and conduct communication meetings. Monitor/assist shift supervisor in improving the nursing staff's performance and maintaining their level of competence. Prepare performance appraisals for staff directly supervised. Assist in planning of nursing service budget, staffing plans, and review coverage needs of the facility. Attend in-service and continuing education to maintain licensure, ensure competency, and

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promote professional growth. Complete requirements to maintain privileges for psychiatric emergency. Perform other related duties.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Ability to communicate effectively orally and in writing. Ability to document and maintain accurate records at all times. Knowledge, skill and ability to recognize medical and psychiatric emergencies. Ability to provide/supervise therapeutic nursing care to patients. Ability to read and comprehend job related documents. Ability and skill to supervise/direct/assess the work of subordinate staff. Knowledge of Medicare, psychiatric and nursing diagnosis. Ability to make sound decisions. Knowledge of activity to apply therapeutic interventions, seclusion and restraint techniques. Ability to organize to include scheduling, prioritizing job tasks, delegating and breaking processes into ordered steps. Ability to operate medical equipment. Ability to provide education to patients and staff.

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

HOW TO APPLY: Use an Application for Professional Employment, which may be obtained from this office or by visiting the website at www.mh.state.al.us. Application should be returned to the Personnel Office (at the address above) by **UNTIL FILLED** in order to be considered for this position. Resumes will not be accepted in lieu of an official application. Do not return this application to the State Personnel Department. Copies of all licenses should be forwarded with your application. **A copy of official college/university transcript from college/university attended should also be forwarded to the personnel office (at the address above).**

Joint Commission Accredited/Equal Opportunity Employer