



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**ALABAMA DEPARTMENT OF MENTAL HEALTH**  
NORTH ALABAMA REGIONAL HOSPITAL  
4218 HIGHWAY 31 SOUTH  
DECATUR, ALABAMA 35603  
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JIM REDDOCH  
COMMISSIONER  
BARBARA A. JACKSON, Ed.D.  
ACTING FACILITY DIRECTOR

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

**JOB TITLE:** Community Service Specialist I

**NUMBER:** 13-10

**JOB CODE:** T1000

**DATE:** November 1, 2013

**JOB LOCATION:** North Alabama Regional Hospital  
4218 Highway 31, South  
Decatur, Alabama 35603

**POSITION #:** 8834049

**SALARY RANGE:** 57 (\$24,595.20 -- \$36,489.60 Annually)

**QUALIFICATIONS:** Bachelor's degree in Social Work, Psychology, or other human service related field, with experience (24 months or more) in a human service field.

**KIND OF WORK:** This position is responsible for completing a variety of processes involved in the admission of patients at this hospital. Duties and responsibilities include but are not limited to the following: Admits patients, assembles patient medical records, records data in the medical record. Obtains signatures on required releases and gathers pertinent patient information related to patient care. Maintains a daily log of admissions. Requests, coordinates and documents patient information obtained from other facilities. Assists community mental health center staff and local police and sheriff departments in matters related to patient admissions, hold orders, and special discharge handlings. Communicates effectively: answers and directs phone calls, e-mails, and other communication throughout the hospital, the Department of Mental Health, and community as necessary. Administers the state approved Substance Abuse Screening Tool to all patients admitted to the hospital. Completes and documents patient entries resulting in error-free admissions processing, care, and/or transfer of patients. Enters data into NARH computer system and CARES. Establish patient databases on the date of admission (next working day after a weekend or holiday). Participates in Performance Improvement activities for Admissions. Gathers data necessary for the completion of all required quarterly reports (i.e. Inappropriate Admissions, Waiting Lists, Average Number of Days on the Waiting Lists, Longest Number of Days on the Waiting List, and Discharge Length of Stay Reports). Performs all job duties and tasks in a manner that facilitates compliance with Joint Commission, CMS, and DMH standards, policies, and practices. Attends meetings and completes annual, non-negotiable training to maintain and improve personal and professional competency. Performs other duties as

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assigned in support of the effective and efficient operation of the hospital admissions department, and the safety and well-being of the patients.

**KNOWLEDGE, SKILLS AND ABILITIES:** Ability to communicate effectively both orally and in writing. Ability to learn, organize, plan and implement work processes effectively in an independent manner. Ability to interact effectively with mentally ill patients and complete assigned tasks as directed. Ability to review patient records and identify / compile patient information pertinent to the admissions process. Ability to gather / process data necessary to the completion of various reports including performance improvement reports. Possess working knowledge of computer data entry and basic office software. Possess strong clerical skills pertaining to information / records management. Ability to coordinate services and work effectively and professionally with other DMH facilities / courts / community MHC and other agencies involved in the admissions process. Possess some working knowledge and understanding of JCAHO / CMS standards. Ability and willingness to accept supervisory direction.

**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 mentioned above. All relevant information is subject to verification. ***Drug screenings and 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 which may be obtained from this office or online at <http://www.mh.alabama.gov/CareersWithADMH.aspx>. Application should be returned to the Personnel Office, North Alabama Regional Hospital, 4218 US Highway 31 South, Decatur, Alabama 35603 by **UNTIL FILLED** in order to be considered for this position. Indicate your applicable professional licensure type and number on your application as directed. **PLEASE HAVE AN OFFICIAL COPY OF YOUR TRANSCRIPT(S) FORWARDED TO THE PERSONNEL 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.”***