



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
ALABAMA DEPARTMENT OF MENTAL HEALTH
NORTH ALABAMA REGIONAL HOSPITAL
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JIM REDDOCH
COMMISSIONER

BARBARA A. JACKSON, Ed.D.
ACTING FACILITY DIRECTOR

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

JOB TITLE: Mental Health Security Officer I

NUMBER: 14-03

JOB CODE: S2000

DATE: January 16, 2014

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

POSITION #: 8820356
8820422

SALARY RANGE: 67 (\$30,724.80 -- \$46,615.20 Annually)

QUALIFICATIONS: High school diploma or GED equivalency.

NECESSARY SPECIAL REQUIREMENTS: Must be certified by the Alabama Peace Officer Standards and Training (APOST) Commission and current with all required training and education required by APOST. Must pass a physical agility exam as set by the department. Must be 21 years of age with high personal and moral standards and must have a clean police and work record. Possession of a valid Alabama Driver's License is required.

KIND OF WORK: This is routine police work responsible for assuring the safety of patients, protecting property and maintaining the overall security of a state mental health hospital. Duties and responsibilities include the following: Conduct external patrol of facility grounds and internal monitoring of hospital units and support facilities. Assist with staff problems, disabled vehicles, provide after hour access to locked areas in accordance with policy. Perform as Communication Officer (receptionist) as scheduled or needed. Assist in emergencies so that related facility operations are accomplished and interactions between officer and hospital staff promote an appropriate working relationship. Monitor patient visitation, including actions of visitors. Assist visitors by giving directions / escorts, explaining DMH / NARH policies and practices and providing other reasonable assistance as requested so that patient visitations go smoothly. Transport patients as required (all NGRI patients) to all out-of-facility appointments. Conduct searches of facility grounds, buildings and surrounding areas for missing patients and contraband. Respond to all emergency calls / codes requiring MHP assistance, enforce traffic laws, and warn of adverse weather conditions or other impending dangers. Ensure / facilitate a safe and

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secure living environment for patients. Investigate all staff disruptions and / or conflicts and incidents regarding theft, alcohol or drugs, and contraband. Assist the Facility Director with assessment of risks by conducting investigations and participating in special projects as may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to monitor / observe the facility's physical environment for potential dangers / safety issues. Ability to respond quickly in emergency situations and conduct self in an effective and professional manner. Ability to interact effectively with mentally ill patients. Knowledge of laws and basic law enforcement practices. Ability to assess situations, ascertain pertinent facts and document information accurately. Ability to learn / understand / apply applicable policies and regulations. Ability to learn / follow standard police procedures. Ability to communicate clearly and concisely, both orally and in writing, and the ability to prepare accurate written reports. Ability to establish and maintain cooperative and effective working relationships. Ability to exercise diplomacy, maintain professional composure and apply appropriate level of assertiveness when dealing with others during sensitive situations. Knowledge of standard police / security equipment. Ability and willingness to accept / follow supervisory direction. Ability to work any shift assignment and frequent weekends, holidays and overtime.

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 Department, North Alabama Regional Hospital, 4218 US Highway 31 South, Decatur, Alabama 35603 by **UNTIL FILLED** in order to be considered for this position. Provide a copy of you valid Alabama Peace Officer Standards and Training Act Certificate and Alabama Driver's License.

“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.”