



STATE OF ALABAMA  
 DEPARTMENT OF MENTAL HEALTH  
 AND MENTAL RETARDATION  
**ALICE M. KIDD NURSING FACILITY**  
 POST OFFICE BOX 20707  
 TUSCALOOSA, ALABAMA 35402  
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BOB RILEY  
 GOVERNOR

JOHN M. HOUSTON  
 COMMISSIONER  
 NEDRA MONCRIEF-CRAIG, N.H.A.  
 FACILITY DIRECTOR

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

**JOB TITLE:** Recreation/Activity Specialist II

**NUMBER:** 554

**JOB CODE:** J2000 **SALARY RANGE:** 68 \$27,994 - \$42,458

**POS. #** 8846081

**DATE:** 10/18/05

**JOB LOCATION:** Alice Kidd ICF

**QUALIFICATIONS:** Master's degree in therapeutic recreation, adaptive physical education, recreation, physical education, or music therapy. 24 months experience in recreation, physical education, or therapeutic activities.

**NECESSARY SPECIAL REQUIREMENT:** Must possess or be eligible to receive Certification as a CTRS through the National Council for Therapeutic Recreation Society or board certified as a music therapist under (CBMT) the Certification Board for Music Therapist or certified by the National Certification Council for Activity Professionals. Must be eligible as an Activities Coordinator/Consultant recognized by the Alabama Division of Provider Services of the Alabama Department of Public Health. Experience working with geriatric mentally ill residents desirable. Experience planning activities for geriatric nursing home residents preferred.

**KIND OF WORK:** Direct the development of a therapeutic program of activities for nursing home residents. Plan, assign, review, and evaluate staff engaged in providing therapeutic activity program(s) for the elderly along with holiday functions. Implement a volunteer program and recruit volunteers, coordinate programs with outside agencies. Order/recommend the purchase of activities supplies/therapeutic recreational equipment. Monitor the active plan of care and help develop comprehensive assessment of each resident. Provide supervision of Recreation/Activity Specialist I and Activity Program Aide I. Provide all reports to the Facility Director in a timely manner. Work along side of Engineering as Safety Officer. Responsible for annual and biannual vehicle mileage reports. Conduct quarterly unannounced fire drills on all shifts and report findings to Facility Director. Serve as chair of Facility's Safety Committee. Safety Officer will conduct safety/building inspections on a monthly basis and report findings to Facility Director. Maintain and make available any/all books, records, audit working papers, etc. Perform other duties as assigned by the Facility Director.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to keep accurate records and write reports. Good supervisory skills and ability to supervise subordinate staff. Ability to interact with patients and other professionals in a courteous, professional manner. Ability to communicate effectively both orally and in writing. Knowledge of the nature and specifications for equipment and supplies needed for the assigned activities program and their proper care and maintenance. Knowledge of individual and group behavior and effective ways of working with mentally ill patients. Ability to utilize professional data in planning and evaluating the activities programs and to adapt and implement such programs as required.

**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.**