



BOB RILEY
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**
WILLIAM D. PARTLOW DEVELOPMENTAL CENTER
1700 UNIVERSITY BLVD., EAST
TUSCALOOSA, ALABAMA 35403
PHONE (205) 553-4550



JOHN M. HOUSTON
COMMISSIONER

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

JOB TITLE: Registered Nurse III
(Evening / Night Shift Supervisor)

NUMBER: 08-07

JOB CODE: N4500

DATE: February 8, 2008

JOB LOCATION: W.D. Partlow Developmental Center
Tuscaloosa, Alabama

POSITION NO.: 8820076

SALARY RANGE: 78 (\$46,142.40 -- \$70,228.80 Annually)
(Plus \$2.00 Per Hour Shift Differential for Evening & Night Work)

QUALIFICATIONS: Graduation from an accredited school of nursing and four (4) years experience as a Registered Nurse, including two (2) years experience in a supervisory capacity;

OR

Graduation from an accredited four-year college or university with a Bachelor's degree in nursing and three (3) years experience as a registered nurse, including two (2) years experience in a supervisory capacity;

OR

Graduation from a four-year college or university with a Master's degree in Nursing, including one (1) year experience in a supervisory capacity.

SPECIAL REQUIREMENT: Possession of certification of registration to practice nursing issued by the Alabama Board of Nursing.

KIND OF WORK: The Registered Nurse in this position will serve as the evening (2nd) and night (3rd) shift supervisor for the Nursing Services Department. Duties and responsibilities include the following: Coordinate / perform the overall management of evening and night shift Nursing Service operations. Assure / provide appropriate direct care of clients following nursing plans of care. Direct / supervise / evaluate the work of evening and night shift nursing staff by way of direct supervision and delegation of authority. Monitor Nursing Service operations on evening and night shift for appropriate procedural / practice compliance, as well as the safety / cleanliness of Center nursing facilities. Provide / assure adequate staffing of nurses on evening and night shifts. Review incidents involving Nursing Services / gather pertinent information / initiate appropriate action. Assess training needs of nursing staff and develop / coordinate appropriate training that will enhance the care of

clients. Provide / conduct Nursing Service QE monitoring and reporting to ensure facility compliance with certification standards and the safety and well-being of clients. Recommend / conduct disciplinary action involving evening and night shift staff. Chair / effectively participate on assigned committees to include Nursing Service P&P Committee and weekly shift meetings. Perform other duties and responsibilities as assigned by Partlow management in order to support efficient facility operations.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Knowledge of management principles and the ability to coordinate / direct facility-wide nursing functions on evening and night shifts. Ability to provide / assure the appropriate care of clients in accordance with nursing plans of care. Ability to monitor / assess nursing care situations and apply appropriate action. Knowledge and understanding of DMH/MR and Nursing Service policy and procedure. Ability to assess the training needs of nursing staff and conduct / coordinate effective training activities that enhances client care. Ability to assure applicable compliance standards are met. Knowledge of / experience participating in accreditation / certification surveys. Knowledge of and ability to establish effective Quality Enhancement monitoring practices that support maintaining certification requirements and facilitating proper client care. Ability / willingness to supervise and evaluate the work of other staff. Ability to communicate effectively with staff, in written format, meetings and individually. Ability to gather pertinent information and conduct preliminary investigations / incident reviews. Ability to process / conduct disciplinary action processes. Knowledge of / ability to provide adequate / effective staffing levels.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their job related training, abilities, 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 screening is required. Security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.

HOW TO APPLY: Use an "Application For Professional Employment" (Exempt Classification), which may be obtained, from this office. Applications should be returned to the Personnel Department, W.D. Partlow Developmental Center, 1700 University Boulevard East, Tuscaloosa, Alabama 35403 by Until Filled in order to be considered for this position. **Current RN licensure issued by the Alabama Board of Nursing must be presented for inspection at time of interview. An official copy of your academic transcript from the university or college from which you completed your RN degree is required and must be forwarded by the college or university to the personnel department at the above address.**