



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



JIM REDDOCH, J.D.
COMMISSIONER

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

JOB TITLE: Facility Director II
(Director of Forensic Services) **NUMBER:** 13-39

JOB CODE: A4700 **DATE:** October 18, 2013

SALARY RANGE: 87 (\$86,390.40 - \$131,632.80) **PCQ#:** 8826001

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

QUALIFICATIONS: Master's degree in a social or behavioral science, business, public administration, hospital administration, nursing, public health or a closely related field, plus extensive responsible administrative and/or supervisory experience (72 months or more) in planning, coordinating, and/or directing services and programs in the mental health field (mental health field is defined as programs/services provided to individuals with mental illness, substance abuse or developmental disabilities).

Note: Graduation from an approved school of law and member in good standing with the Alabama State Bar may substitute for the Master's degree and one year of experience.

A Doctorate degree in the fields of study listed above may substitute for one year of the required experience.

KIND OF WORK: This is highly responsible administrative work directing forensic services and programs within the mental health system of services. This position is responsible for planning, directing and coordinating forensic mental health services, including the oversight of forensic training. The work involves leading and overseeing the prompt and efficient transition of forensic patients through the continuum of care. This position is responsible for plans, policies, and procedures designed to move forensic clients to the most appropriate community setting. The position will also have oversight of monitoring, data gathering and analysis of data related to forensics for the mental health service delivery system. Work is performed independently within the framework of laws, rules and policies established by the department. Supervision is received from the MHSAS Associate Commissioner.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of administration and management in the field mental health and forensics. Thorough knowledge of principles, methods, and techniques related to the assessment and treatment of mental illness, substance use disorders and developmental disabilities. Knowledge of recent developments in the field of mental health and forensics. Knowledge of laws, rules, and regulations to include TJC, Medicaid, Medicare, Rules of Criminal Procedure and the Code of Alabama. Ability to facilitate the development of programs and services resulting in seamless transition of consumers under criminal court commitment, from inpatient to community care. Ability to direct the work of professional and administrative employees engaged in the management and operation of inpatient and outpatient services for forensic patients. Ability to establish and maintain effective working relationships with subordinates, associates, and representatives of other departmental and government agencies. Ability to communicate orally and in writing. Ability to react quickly and calmly in emergency situations.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application 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. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: Until Filled