



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



JAMES V. PERDUE
COMMISSIONER

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

JOB TITLE: Administrator I **NUMBER:** 16-14
JOB CODE: A1000 **DATE:** 03/18/2016
SALARY RANGE: 67 (\$30,724.80 - \$46,615.20) **PCQ#:** 8832948
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

MINIMUM QUALIFICATIONS: Bachelor's degree in business administration, public administration, health services, criminal justice, or related field, plus some experience (12 months or more) in the mental health field.

KIND OF WORK: This is professional administrative work involving the statewide operation of the adult civil commitment process for the Alabama Department of Mental Health (ADMH). The employee in this position will serve as the ADMH Admissions Coordinator and Court Liaison for adult commitments. This position is responsible for consulting and conferring with courts, community providers, and state hospitals; entering and updating registration data into Department of Mental Health data systems; and preparing/submitting reports on committed patients. Coordinates admissions with community providers, state hospitals, and Health Information Management to ensure coordination of the admission and/or transfer process. Receives and documents initial contact data from the community mental health centers and probate offices to ensure appropriate documentation for applications for state hospital admissions and designated mental health facilities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of adult mental health system of care. Ability to understand and follow written and oral instructions. Ability to firmly but tactfully deal with mental health providers, court staff, and the public. Ability to coordinate admissions and/or transfers for committed individuals. Ability to compile data and write clear and concise reports. Knowledge of the legal process particularly as related to involuntary commitments of adults. Ability to use a personal computer, including Microsoft Office Software and the internet. Ability to travel within the state. Ability to manage multiple projects simultaneously.

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: April 1, 2016