



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
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MONTGOMERY, ALABAMA 36130-1410
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LYNN T. BESHEAR
COMMISSIONER

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

JOB TITLE: Nurse Delegation Coordinator **NUMBER:** 18-33
JOB CODE: N7500 **DATE:** 09/28/18
JOB LOCATION: Department of Mental Health **PCQ#:** 8813390
RSA Union Building
100 North Union Street
Montgomery, AL 36104
SALARY RANGE: 83 (\$66,000.00 – \$100,699.20)

MINIMUM QUALIFICATIONS: Graduation from an accredited school of nursing with six (6) years’ experience as a Registered Nurse, including four (4) years’ experience in a supervisory or administrative capacity; OR Bachelor’s degree in nursing with five (5) years’ experience as a Registered Nurse, including four (4) years’ experience in a supervisory or administrative capacity; OR Master’s degree in nursing with four (4) years’ experience as a Registered Nurse, including three (3) years’ experience in a supervisory or administrative capacity.

NECESSARY SPECIAL REQUIREMENT: Possession of certification as a MATT RN (Medication Assistant Train the Trainer) Nurse. Possession of a license to practice nursing as issued by the Alabama Board of Nursing.

KIND OF WORK: This is professional administrative work functioning as the department’s liaison to the Alabama Board of Nursing, serving as the coordinator of the department’s Nurse Delegation Program (NDP). The employee in this position will plan, coordinate, and direct all matters related to NDP; review and revise training manuals; conduct NDP training classes for Medication Assistance Supervisors (RN/LPNs); provide initial and refresher training to Medication Assistant Train the Trainer (MATT) RNs; and provide refresher training materials for use by MATT RNs and MAS Nurses as required for continuing education of Medication Assistant Certified (MAC) Mental Health Workers. The employee will also serve as the OBRA PASRR Appeals Hearing Officer; interact with ADMH divisional staff, other governmental agencies, local community mental health program staff, and the general public on issues related to NDP; resolve problems and keep lines of communication open with MATT RNs, MAS nurses and MAC workers; coordinate efforts in the recruitment and retention of MATT RNs; facilitate the assessment of compliance and non-compliance with NDP rules; provide technical assistance to ADMH service divisions and community agencies; facilitate resolution of internal issues related to NDP; develop, implement, and

monitor ADMH NDP training programs; assist in the development, review, and implementation of all regulations, policies, procedures, and proposals related to NDP; facilitate the knowledge and understanding of NDP regulations and policies for the ADMH certification function; coordinate cross divisional activities related to NDP; and coordinate an internal quality assurance function to review and suggest modifications to the review process for NDP.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of standards and regulations such as Joint Commission, Medicare, Medicaid, OBRA, and Title XIX. Knowledge of the Alabama Administrative Code pertaining to the Alabama Department of Mental Health and the Alabama Board of Nursing. Knowledge of medical, psychiatric, and nursing diagnosis. Knowledge of general nursing techniques, theory, and practices. Knowledge of prescribed medication and medication administration, including the seven rights of medication safety. Knowledge of emergency interventions. Knowledge of universal precautions. Knowledge of medical equipment and supplies. Knowledge of continuing education credits, accreditation, board certification standards, and licensures. Knowledge of Medicaid medical eligibility for Nursing Homes. Knowledge of the Omnibus Budget Reconciliation Act (OBRA) for Pre-admission Screening and Resident Review (PASRR) process. Ability to utilize computer software programs to include Microsoft Word and Microsoft Excel. Ability to plan, organize, implement, and coordinate training. Ability to organize and establish priorities, identify needs and resources, and manage time and resources. Ability to evaluate outcomes, assess, plan, and implement projects. Ability to effectively use standard training equipment and tools. Ability to communicate effectively, both verbally and in writing.

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 testing and security clearances may be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with consumers.

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 Human Resources 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. **An official copy of academic transcripts is required and must be forwarded by the college or university to the Human Resources office at the above address.**

DEADLINE: Until Filled

Click Here to Apply:

http://www.mh.alabama.gov/Downloads/ADHR/ADHR_ApplicationForEmploymentExemptClassification.pdf