



BOB RILEY
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



JOHN M. HOUSTON
COMMISSIONER

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

JOB TITLE:	Director of PASRR	NUMBER:	10-17
JOB CODE:	A8500	DATE:	12/10/10
SALARY RANGE:	80 (\$52,663.20-\$80,287.20)	PCQ#:	8820511
JOB LOCATION:	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36130-1410		

QUALIFICATIONS: Bachelor’s degree in Social Work, Psychology, Special Education, or a human service field and considerable experience (48 months or more) in the mental health field, including experience (24 months or more) with placement and referral through OBRA PASSR.

KIND OF WORK: This is responsible professional administrative work of considerable scope and complexity in the *Office of OBRA* (Omnibus Budget Reconciliation Act) and Pre-Admission Screening Resident Review (PASRR) at the Alabama Department of Mental Health. Employees in this class are responsible for planning, implementing and monitoring the State’s compliance with the Federal requirements of Pre-admission Screening Resident Review. This position plans, directs, implements, and monitors statewide PASRR program activities. Develops, organizes, and conducts training as requested by community healthcare providers and other state agencies. Acts as program liaison with the Alabama Medicaid Agency. Monitors PASRR contract services and approves payment to contract providers. Supervises, trains and evaluates PASRR staff. Provides consultative advice and assists in appeal hearings. Advises departmental leaders of Federal guideline amendments and procedural changes. Oversees and participates in audits of facility patient charts, applicant screening processes, tracking systems, and provider training. Acts as program liaison with the ADMH service divisions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the Federal and State OBRA PASRR regulations and requirements. Knowledge of the health care facilities requirements and the appropriate placement of individuals with mental illness or intellectual disabilities. Knowledge of services provided by Mental Health, other state agencies and organizations. Ability to develop and implement plans for program development and maintenance. Knowledge of budgetary concepts. Ability to plan, organize, and prioritize work activities. Ability to interpret and apply local, state, and federal laws, regulations, and policies. Knowledge of MI/ID diagnoses. Knowledge of psychotropic medications. Knowledge of

training methods and resources. Ability to work independently. Ability to communicate effectively, both orally and in writing. Knowledge of various computer programs and applications.

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 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, RSA Union Building, 100 North Union Street, Montgomery, Alabama 36130. **An official copy of academic transcripts is required and must be forwarded by the college or university to the personnel office at the above address.**

DEADLINE: January 5, 2011