



STATE OF ALABAMA
 DEPARTMENT OF MENTAL HEALTH
 BRYCE HOSPITAL
 1651 RUBY TYLER PARKWAY
 TUSCALOOSA, AL 35404
 205-507-8000
 WWW.MH.ALABAMA.GOV



Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

Audrey McShan
 Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Mental Health Security Officer II **OPEN DATE:** 8/18/2023
CLOSE DATE: Until Filled

JOB LOCATION: Bryce Hospital **NUMBER:** 23-29
 Tuscaloosa, Alabama **JOB CODE:** S3000

SALARY

- Range 71 (\$38,541.60 - \$64,437.60 Annually).
 - This amount reflects the cost-of-living increase effective 09/01/2023.
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Continuous opportunities for acquiring CEU's needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalency.
- 12 months or more recent experience of a responsible nature in police or security work.

SPECIAL REQUIREMENTS

- Must be certified as a law enforcement officer by the Alabama Peace Officer Standards and Training (APOST) Commission and current with all required training and education required by APOST.
- Must pass a physical agility exam as set by the department.
- Must be 21 years of age with high personal and moral standards and must have a clean police and work record.
- Possession of a valid Alabama Driver's License required.



KIND OF WORK

- Supervises and trains Bryce Hospital Police Department personnel and facility staff as required.
- Performs daily safety rounds of the Facility per shift.
- Maintains a yearly schedule for officers and dispatchers.
- Completes ADMH and Bryce Hospital documents and forms (e.g., incident, accident, preliminary, elopement reports, traffic citations, and Dispatcher's log).
- Searches for lost/eloped patients and assisting staff with unit disturbances.
- Searches and monitors new admissions.
- Conducts interviews of patients, staff, visitors, and others as required for investigations and as instructed by the supervisor.
- Inspects police equipment as required.
- Notifies key facility staff of serious incidents and accidents.
- Transports and escorts patients, visitors, and staff as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to sustain attention required for video surveillance for long periods of time.
- Ability to deal tactfully with the public and to react calmly and efficiently in the event of an emergency.
- Ability to be objective and fair in all situations.
- Ability to deal with patients, employees, and others with respect to their rights.
- Ability to work with all age groups.
- Ability to be available in times of emergencies or other important matters concerning the hospital and ability to be contacted (phone number, etc.).
- Ability to communicate effectively, both verbally and in writing.
- Ability to write accurate and legible reports.

METHOD OF SELECTION

- Applicants will be rated based on 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 mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.