



STATE OF ALABAMA  
 DEPARTMENT OF MENTAL HEALTH  
 TAYLOR HARDIN SECURE MEDICAL FACILITY  
 1301 JACK WARNER PARKWAY NORTHEAST  
 TUSCALOOSA, AL 35404-1060  
 205-462-4500  
 WWW.MH.ALABAMA.GOV



Kay Ivey  
 Governor

Kimberly G. Boswell  
 Commissioner

Daphne Kendrick  
 Facility Director

**EMPLOYMENT OPPORTUNITY**

**JOB TITLE:** Administrator I

**OPEN DATE:** 02/09/2024  
**CLOSE DATE:** Until Filled

**JOB LOCATION:** Taylor Hardin Secure Medical Facility  
 Tuscaloosa, Alabama

**NUMBER:** 24-02  
**JOB CODE:** A1000

**SALARY**

- Range 67 (\$34,927.20 - \$58,404.00 Annually)
- 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**

- Bachelor's degree in business administration, public administration, health services, criminal justice, or related field.
- 12 months or more experience in the mental health field or public health field.

**KIND OF WORK**

- Provides professional administrative work for the office of Risk Management and Performance Improvement
- Enters hospital incident reports in the CARES system from the hospital Incident Review meetings each morning held with Clinical/Administrative Management staff.



- Coordinates the investigation and review process from the initiation of the investigation through the investigators findings, Investigation Review Committee (IRC) review to completion and sign off by the Facility Director.
- Participates as part of the IRC, taking meeting minutes to compile the summary report submitted to the Facility Director.
- Responsible for managing performance improvement notebooks and ensuring all the appropriate data is within the designated notebooks.
- Develops and maintains tracking databases/spreadsheets, power point presentation, etc., for the Performance Improvement Department.
- Schedules appointments, meetings, and reservations as needed.
- Prepares communications, such as memos, emails, reports, and other correspondence.
- Orders supplies for the Risk Manager and PI Director.
- Performs other related duties necessary to the effective operations of the facility, as assigned as required by supervisor and Facility Director.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to understand and follow written and oral instructions.
- Ability to deal with various department staff firmly and tactfully.
- Ability to write clear, accurate, concise 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.