



Kay Ivey  
 Governor

Kimberly G. Boswell  
 Commissioner

Daphne Kendrick  
 Facility Director

**EMPLOYMENT OPPORTUNITY**

**JOB TITLE:** Administrator II  
 (Admissions/Court Liaison) **OPEN DATE:** 11/22/2024  
**CLOSE DATE:** Until Filled

**JOB LOCATION:** Taylor Hardin Secure Medical Facility  
 Tuscaloosa, Alabama **NUMBER:** 24-34  
**JOB CODE:** A1500

**SALARY**

- Range 74 (\$45,556.80 - \$76,166.40 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, or human services field.
- 24 months or more experience in the mental health or public health field.

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*



### **KIND OF WORK**

- Oversees the management of patient movement in and of ADMH forensic facilities.
- Builds effective communication with internal and external stakeholders.
- Supports the completion of forensic examinations.
- Oversees the submission of status update reports and forensic examination reports to judges and attorneys.
- Oversees forensic examinations with contracted and departmental examiners.
- Maintains and uses facility/department databases.
- Serves on assigned facility/departmental committees.
- Attends mandatory and department in-service programs.
- Ensures area is in compliance with The Joint Commission and hospital standards.
- Completes other duties as assigned.

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

- Ability to interpret and understand standards, policies, regulations, and laws.
- Ability to work in an independent manner.
- Ability to write clear and concise reports.
- Ability to effectively supervise staff.
- Ability to establish and maintain effective working relations with all levels of staff.
- Ability to utilize a computer, various software packages, and internet resources.
- Ability to communicate effectively both orally and in writing.

### **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.