



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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JIM REDDOCH, J.D.
COMMISSIONER

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

JOB TITLE: Mental Health Specialist IV
(Director of MHSA Certification) **NUMBER:** 13-36

JOB CODE: A6600 **DATE:** September 20, 2013

SALARY RANGE: 82 (\$59,517.60- \$90,724.80) **PCQ#:** 8813145

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

QUALIFICATIONS: Master's degree in business administration, public administration, or in a human services field, plus experience (60 months or more) in community programs certification/administration in Mental Illness or Substance Abuse, including experience (24 months or more) in an administrative or supervisory capacity **OR** Individuals having 24 months permanent status as a Mental Health Specialist III in community programs certification/administration in Mental Illness or Substance Abuse, including experience (24 months or more) in an administrative or supervisory capacity.

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: This is highly responsible, professional and administrative work of considerable scope and complexity in the Division of Mental Health and Substance Abuse Services (MHSA) Office of Certification Administration with the Alabama Department of Mental Health (ADMH). The employee in this position will coordinate, monitor, evaluate and direct all aspects of the certification process of community mental health and substance abuse service providers within the State of Alabama. This position ensures certification reviews of certified providers are conducted within appropriate timeframes; Facilitates/reviews new provider applications and application for new programs from existing providers within timeframes, as well as provide/facilitate new provider orientation, and promote/facilitate providers' understanding of code requirements and provide technical assistance.

The employee in this position will evaluate the responsibilities of mental health and substance abuse certification processes and develop plans to cross train team members in becoming efficient in assessing compliance with both the mental health and substance abuse Administrative Code. Additionally, this position will be responsible for collecting, monitoring and analyzing information regarding the certification process in order to identify problematic trends; ensures completion of accurate site visit reports, and provides oversight of electronic and manual tracking systems. This position will supervise the MHSA's Division certification staff, function as the ADMH's Interstate Compact Coordinator, attend meetings and perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Extensive knowledge managerial principles, concepts, techniques, and their application. Knowledge of mental health system's staffing and service delivery. Knowledge of federal and state laws, Administrative Code section 580 that governs the provision of services for individuals with Mental Illness and Substance Abuse disorders. Knowledge of federal and state confidentiality regulations and client rights issues. Knowledge of funding systems at the federal, state, and local level. Ability to express ideas clearly and in a concise manner, both orally and in writing. Ability to organize, plan, prioritize and monitor work activities to achieve established goals. Ability to manage multiple projects simultaneously. Ability to develop short and long range plans and objectives. Ability to provide effective training and technical assistance. Ability to supervise and evaluate the work others. Ability to utilize personal computer, internet resources and software programs. Ability to establish and maintain effective working relationships with the Alabama Department of Mental Health staff, other agencies, community providers, coalitions, stakeholders, and the general public.

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 screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

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, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: Until Filled