



KAY IVEY  
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



LYNN T. BESHEAR  
COMMISSIONER

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

<b>JOB TITLE:</b>	Mental Health Specialist IV (DD Service Coordinator)	<b>NUMBER:</b>	17-01
<b>JOB CODE:</b>	A6600	<b>DATE:</b>	06/15/2018
<b>SALARY RANGE:</b>	82 (\$59,517.60- \$90,724.80)	<b>PCQ#:</b>	8812908
<b>JOB LOCATION:</b>	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36130-1410		

**MINIMUM QUALIFICATIONS:** Master’s degree in business administration, public administration, or in a human services field, plus extensive experience (60 months or more) in providing case management or service coordination for people with intellectual/developmental disabilities, including experience (24 months or more) in an administrative or supervisory capacity **OR** 24 months current permanent status as a Mental Health Specialist III, with the experience as indicated above.

*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.*

**NECESSARY SPECIAL REQUIREMENT:** Extensive overnight travel is required. Must have a valid driver's license to operate a vehicle in the State of Alabama.

**KIND OF WORK:** This is highly responsible, professional and administrative work of considerable scope and complexity in the Division of Developmental Disabilities (DD) of the Alabama Department of Mental Health (ADMH). This position is responsible for providing leadership and focus in the implementation of a statewide service coordination system for the Division of DD. The employee in this position will play a critical role in the division’s effort to serve individuals in the most appropriate level of care and support in the most integrated settings possible in the community. This position will be responsible for the design, coordination, and monitoring of service coordination activities for divisional waivers and waiting lists. This position will ensure compliance of service coordination activities with community contracts, the ADMH/Division of DD Community Standards, Medicaid, and waiver requirements. The DD Service Coordinator will be responsible for developing and implementing a Medicaid-approved statewide certificate training for new service coordinators and specialized training modules for continued education/training and competency for service coordinators.

This position will maintain a training and certificate documentation database for all certified service coordinators. The DD Service Coordinator will provide supervision to the DD Call Center Coordinator and activities to ensure that the Call Center functions complement and enhance service coordination efforts at the state and local levels. The employee will work closely with Community Services Directors and their staff to develop monitoring functions that assist the Division of DD with meeting waiver requirements and utilization review strategies. This position will work closely with the ADMH Housing Coordinator positions within the division. The coordination of resource areas within the scope of service coordination functions in the Division of DD service delivery system are critical. This position serves as a point of contact and liaison with the Alabama Medicaid Agency on all Division of DD targeted service coordination matters and serves on necessary internal and external workgroups that have an impact on related services.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of mental health system's staffing and service delivery. Knowledge of state and national trends in the provision of services and supports for individuals with ID/DD. Knowledge of funding systems at the federal, state, and local level. Knowledge of federal and state confidentiality regulations and client rights issues. Knowledge of targeted service coordination. Knowledge of appropriate levels of care and support for individuals with ID/DD. Knowledge of the Division of DD waiver requirements and waiting list. Knowledge of managerial principles, concepts, techniques, and their application. Ability to express ideas clearly and in a concise manner, both orally and in writing. Ability to show initiative and work independently. 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 by visiting our website at [www.mh.alabama.gov](http://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**

**Click Here to Apply:**

[http://www.mh.alabama.gov/Downloads/ADHR/ADHR\\_ApplicationForEmploymentExemptClassification.pdf](http://www.mh.alabama.gov/Downloads/ADHR/ADHR_ApplicationForEmploymentExemptClassification.pdf)