



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

RSA UNION BUILDING
100 NORTH UNION STREET
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LYNN T. BESHEAR
COMMISSIONER

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

JOB TITLE: MH Specialist II (Resource Specialist) **NUMBER:** 17-15

JOB CODE: A6000 **DATE:** 08/04/2017

SALARY RANGE: 74 (\$39,290.40 - \$59,517.60) **PCO#:** 8812988

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

MINIMUM QUALIFICATIONS: Master's degree in a human service field, plus experience (24 months or more) working with or for a community mental health program certified by the Alabama Department of Mental Health (ADMH), The Joint Commission, or in a comparable setting subject to public regulation.

OR

Bachelor's degree in a human service field, plus considerable experience (48 months or more) working with or for a community mental health program certified by the Alabama Department of Mental Health (ADMH), The Joint Commission, or in a comparable setting subject to public regulation.

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 professional work in providing specialized services in the area of program development, monitoring, and evaluation within the Office of Mental Illness (MI) Community Programs. The person in this position will act as the Resource Specialist for Adult MI Services and is responsible for addressing questions, complaints, and concerns from consumers, families, and citizens; providing technical assistance to community service providers, stakeholders, and other state agencies; and promoting a network of support and collaboration by establishing community contacts. The person will also be responsible for reviewing, processing, and tracking Critical Incident Reports as well as other routine processes such as Nursing Home Sponsorship requests and/or Medicaid Provider Enrollment. Other duties will include preparing reports and maintaining data; monitoring MI Community Residential

Placement System (MICRS); supporting and monitoring the operations of Regional Utilization Review Coordinators; assisting with grant related activities and monitoring; and assisting with the implementation and monitoring of evidence-based practices within the community.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of community mental health services and of the appropriate continuum of care for persons with serious mental illness and co-occurring substance use disorders. Knowledge of the interface between the public community mental health centers and the state psychiatric hospitals. Knowledge and experience with Medicaid rules applicable to community mental health services. Knowledge of ADMH certification standards and procedures. Ability to work as a team member with professionals within and outside of ADMH. Excellent verbal and written communication skills a must. Proficiency with personal computers and word processing (preferably Microsoft Word, Excel, and Access) is required. Experience in preparation of reports, collection and dissemination of statistical information, and management of complex projects highly desirable. Knowledge of community mental illness residential services is required. Knowledge of Housing and Urban Development programs, homelessness, and housing resources is strongly preferred. Knowledge of the Substance Abuse and Mental Health Services Administration tool kits for evidence based practices is strongly preferred.

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 individuals.

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