



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**

RSA UNION BUILDING  
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LYNN T. BESHEAR  
COMMISSIONER

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

**JOB TITLE:** Certified Peer Specialist I

**NUMBER:** 17-35

**JOB CODE:** R1500

**DATE:** 8/18/17

**SALARY RANGE:** 50 (\$21,722.40 to \$30,724.80)

**PCQ #:** 8846199

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

**MINIMUM QUALIFICATIONS:** Graduation from a standard high school or GED equivalent. Must have personally experienced a mental illness or substance abuse disorder and be in recovery and willing to self-identify as a person with mental illness or a substance use disorder in public.

**NECESSARY SPECIAL REQUIREMENTS:** The individual who is employed in this position must have been a consumer of mental health services for serious mental illness or substance abuse disorder. ***The application MUST INCLUDE documentation that supports receiving mental health or substance abuse services.***

Must possess current certification by having successfully completed the Certified Peer Specialist Training through the Department of Mental Health. Applicants who are selected for appointment without certification will be appointed conditionally. In order to maintain employment they must obtain certification within one year of the initial employment date. Conditional appointments will be ended when and employee fails to successfully pass the exam and obtain certification within that time period. Whether certified and appointed or not certified and conditionally appointed, employees in this class must attend quarterly continuing education trainings and must maintain current certification once obtained.

**KIND OF WORK:** This is responsible and confidential work providing peer support services and serve as the primary point of contact for persons with mental illness (MI) and substance abuse (SA). The person in this position will interact with individuals in a caring manner in providing information on resources and supports, and provide peer support and encouragement. Duties include daily interaction with MI and SA individuals by telephone, email and in person to provide general information on MI and SA services, requests for assistance, complaints,

questions, and as needed, referring them to the appropriate resource or department for resolution. Assist in planning and implementing the MI Annual Alabama Institute of Recovery and SA Peer Recovery Conferences; assist in coordinating the ADMH Certified Peer Specialist Training Programs, including certification training, continuing education training, and tracking certification status; provides technical assistance to statewide peer organizations, drop-in centers, and local support groups; provide peer support and encouragement, help individuals recognize barriers to recovery, and assist them in connecting to local peer and other supports; coordinate various meetings and conferences calls; and provides clerical support for department staff.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of recovery and a basic understanding of mental illness. Knowledge of community resources and support systems. Ability to display very good communication skills orally and in writing. Demonstrated ability to listen effectively. Demonstrated skill in advocating within the mental health system. Ability to work with individuals and groups. Ability to model appropriate behaviors that support recovery. Ability to identify and respond appropriately to personal stressors, triggers, and indicators. Ability to teach a variety of life skills such as coping, communication and social skills.

**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](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: September 15, 2017**