



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**

RSA UNION BUILDING  
100 NORTH UNION STREET  
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MONTGOMERY, ALABAMA 36130-1410  
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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 II

**NUMBER:** 17-36

**JOB CODE:** R1600

**DATE:** 8/18/17

**SALARY RANGE:** 70 (\$33,086.40 to \$50,119.20)

**PCQ #:** 8812812

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

**MINIMUM QUALIFICATIONS:** Bachelor's degree, plus experience (24 months or more) working with peers and peer related activities. Must have personally experienced a mental illness or substance use disorder and be in recovery and willing to self-identify as a person with mental illness or a substance use disorder in public, **OR** 48 months current permanent status as a Certified Peer Specialist I.

**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 highly responsible professional work in providing specialized services for the Mental Health and Substance Abuse Services Division (MHSAS). The person in this position will assist the Director in monitoring the office budget; processing contracts, invoices, and travel for non-state employees; and oversee office activities in the absence of the Director. Duties include assisting the Director in coordinating the ADMH Certified Peer

Specialist Training programs and continuing education trainings; assist in planning and coordinating the Annual Alabama Institute for Recovery, the annual Substance Abuse Consumer Conference and Peer Conference; provides technical assistance to peer programs and consumer organizations; and provides peer support to consumers around the state.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the Mental Health Delivery System in Alabama. Knowledge of consumer issues and recovery. A working knowledge of budgets, contracts, and accounting. Ability to plan, organize, and prioritize work activities. Ability to communicate effectively, both orally and in writing. Ability to work effectively with a variety of professionals, advocates, family members, and consumers.

**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**