



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: Mental Health Specialist V **NUMBER:** 18-27
(Director of Community Programs)

JOB CODE: A6700 **DATE:** July 20, 2018

SALARY RANGE: 85 (\$74,479.20 - \$113,479.20) **PCQ#:** 8813387

JOB LOCATION: 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 a human services field, plus extensive progressively responsible experience (72 months or more) in the mental health field, including considerable experience (48 months or more) in an administrative or supervisory capacity.

KIND OF WORK: This is a highly responsible professional position in the Central Office of the Alabama Department of Mental Health, Division of Developmental Disabilities. The person in this position will act as the Director of Community Programs and will be responsible for providing supervision of the five Community Services Directors across the state. The Community Services Offices are responsible for the oversight of eligibility determination, the provision of waiver services, and the monitoring of waver services to ensure compliance with the Home and Community Based Services (HCBS) settings rule and associated requirements. Other duties will include implementing strategies and allocating resources that develop and maintain the Alabama’s system of services for individuals with intellectual and developmental disabilities or other people served by the division; providing oversight to the Early Intervention, Children’s Services and Autism programs; providing oversight to the Director of Service Coordination (Case Management) as well as ongoing consultation and coordination with other key executive level staff; assisting the public, providers, and regional office staff in understanding, accessing, and operating services for persons with intellectual and developmental disabilities in emergency situations and from waiting lists for services.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Extensive knowledge of the field of services for persons with intellectual and developmental disabilities on a local, state, and federal level. Knowledge of provider enrollment processes. Knowledge of Medicaid Home and Community-Based Waivers. Knowledge of quality practice of case management. Knowledge of

quality indicators. Active listening skills and the ability to accurately communicate with high level officials and various other public agencies. Strong leadership skills and the ability to supervise and evaluate others. Ability to understand and master complex mechanisms, such as budgets, contract amendments, waiver amendments and provider enrollment. Ability to bring creativity and innovation to the service delivery system to promote consumer self-determination and community integration. Ability to work effectively as an executive team member to move the division forward with regards to best practices in the field of intellectual and developmental disabilities.

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

Click Here to Apply:

http://www.mh.alabama.gov/Downloads/ADHR/ADHR_ApplicationForEmploymentExemptClassification.pdf