



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
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:** November 2, 2018

SALARY RANGE: 85 (\$76,713.60 - \$116,882.40) **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 oversight of programs providing services for individuals with intellectual/developmental disabilities, including considerable experience (48 months or more) in an administrative or supervisory capacity.

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 a highly responsible professional position in the Central Office of the Alabama Department of Mental Health (ADMH), Division of Developmental Disabilities (DD). The person in this position is responsible for providing leadership, focus, and supervision to the five ADMH Regional Community Services Offices, which 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. Duties will include implementing strategies and allocating resources that develop and maintain the Alabama’s system of services for individuals with intellectual/developmental disabilities (ID/D) or other people served by the division; providing oversight to Early Intervention, Children’s Services, Autism Services, DD Service Coordination, and 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/developmental disabilities in emergency situations and from waiting lists for services.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the field of services for persons with ID/D on a local, state, and federal level. Knowledge of the provider enrollment processes. Knowledge of quality practice of case management. Knowledge of quality improvement indicators. Knowledge of state and national trends in the provision of services and supports for individuals with ID/D. Knowledge of funding systems at the federal, state, and local level. Knowledge of federal and state confidentiality regulations and client rights issues. Knowledge of appropriate levels of care and support for individuals with ID/D. Knowledge of waiver requirements and the waiting list. Knowledge of managerial principles, concepts, techniques, and their application. Ability to coordinate planning initiatives to expand the capacity for service delivery. Ability to understand and master the interrelations of complex processes. Ability to work effectively as an executive team member to move the division forward with regards to best practices in the field of ID/D. 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 utilize a personal computer, internet resources, and software programs. Ability to establish and maintain effective working relationships with the ADMH staff, other agencies, community providers, coalitions, stakeholders, and the general public. 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 the work others.

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: November 30, 2018

Click Here to Apply:

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