



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**

<b>JOB TITLE:</b>	Mental Health Specialist III (Transition Coordinator)	<b>NUMBER:</b> 18-37
<b>JOB CODE:</b>	A6500	<b>DATE:</b> 11/2/2018
<b>SALARY RANGE:</b>	78 (\$49,190.40-\$74,868.00)	<b>PCQ#:</b> 8832948
<b>JOB LOCATION:</b>	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36104	

**MINIMUM QUALIFICATIONS:** Master’s degree in a human services field, plus considerable experience (48 months or more) providing care coordination for consumers with serious mental illnesses (SMI)/severe emotional disturbances (SED) through 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** 24 months current permanent status as a Mental Health Specialist II, with the experience as indicated above.

*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 responsible professional work serving as the Transition Coordinator for Mental Illness (MI) Community Programs and serving as a statewide resource linked to the transitional process of committed patients. The employee in this position coordinates with state psychiatric hospitals, community mental health providers, consumers, family members, other state agencies, stakeholder groups, and the general public; ensures appropriate transition for individuals with serious mental illness in an effort to divert commitments and ensure appropriate transfer/discharge of committed patients to the appropriate level of care; coordinates with other ADMH Divisional/Office staff to ensure the appropriate discharge planning for specialty populations, such as Intellectually Disabled, Substance Abuse Users, Deaf Services, Forensics, etc.; provides direct oversight of the Regional Utilization Review project and monthly state psychiatric hospital staffing process; responds to incoming requests for assistance; and provides information about community resources and community supports available to adults with serious mental illness and how to access them.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of serious mental illness, severe emotional disturbances, the public mental health system, and mental health services, to include the residential continuum of care. Knowledge of the interface between the public community mental health centers and the state psychiatric hospitals. Ability to effectively interact with individuals with serious mental illness and their families. Knowledge of working with consumer/parent support organizations. Knowledge of organizing and conducting statewide initiatives. Ability to provide excellent verbal and written communication and interpersonal skills. Knowledge of and experience in preparation of reports, collection and dissemination of statistical information and management of complex projects. Ability to establish/maintain effective working relationships with state psychiatric hospitals, community providers, other state agencies, stakeholders, and the general public. Ability to work as a team member with professionals with and outside of ADMH. Knowledge of and the ability to interpret and apply local, state, and federal laws, regulations, and policies, particularly as related to involuntary adult commitments to ADMH and including confidentiality, privacy, and other consumer rights issues. Ability to provide technical assistance within the transitional process. Ability to develop, organize, and conduct meetings, trainings, and workshops effectively. Knowledge of training/development principles, practices and techniques. Ability to take initiative, work independently, and identify and resolve problems, and overcome obstacles. Ability to travel frequently within the state. Ability to proficiently operate a personal computer to include Microsoft Word, Access, and Excel.

**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](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: November 30, 2018**

**Click Here to Apply:**

[http://www.mh.alabama.gov/Downloads/ADHR/ADHR\\_ApplicationForEmploymentExemptClassification.pdf](http://www.mh.alabama.gov/Downloads/ADHR/ADHR_ApplicationForEmploymentExemptClassification.pdf)