



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
WWW.MH.ALABAMA.GOV



LYNN T. BESHEAR
COMMISSIONER

EMPLOYMENT OPPORTUNITY

JOB TITLE:	Mental Health Specialist III (Substance Abuse Program Manager)	NUMBER: 19-04
JOB CODE:	A6500	DATE: 02/01/2019
SALARY RANGE:	78 (\$49,190.40 - \$74,868.00)	PCQ#: 8812780
JOB LOCATION:	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36130-1410	

MINIMUM QUALIFICATIONS:

- Master’s degree in a human services field.
 - 48 months or more experience in the development, provision, review and/or monitoring of contracts and services pertaining to substance abuse treatment programs.
- OR**
- 24 months current permanent status as a Mental Health Specialist II, with experience as indicated above.

Human Service 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:

- Plan, schedule and facilitate compliance visits and meetings with assigned program provider organizations.
- Conduct quality of care and contract compliance reviews at assigned community programs, prepare reports of reviews, and follow up /report on provider deficiencies identified.
- Monitor funding streams for assigned program provider organizations including ongoing utilization reviews.
- Monitors contract utilization.
- Reviews, analyzes, and maintains updated provider program descriptions and staffing plans.
- Review applications for additional levels of care or changes of scope within assigned program provider organizations and make recommendations for approval, denial or modification.
- Assists in the design, development, and implementation of substance abuse treatment programs and services.
- Provides consultation and technical assistance to providers and others relative to substance use disorders, contract compliance, special populations, etc.
- Assists in developing requests for funding and proposals to obtain substance abuse treatment and related services.
- Conducts presentations before advocacy, civic, community, and provider organizations to disseminate information on treatment of substance use disorders.

- Assist in developing and implementing goals and objectives relative to the MHSAS division's annual priorities for substance abuse.
- Develop, serve on or chair committees as directed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Alabama's substance abuse and mental health service delivery system.
- Knowledge of substance abuse treatment program design, including treatment modalities and methodologies, along with evaluation and monitoring strategies and methodologies.
- Knowledge of community service agencies related to persons with substance use disorders.
- Knowledge of network services and organizations for treatment of substance abuse disorders in Alabama.
- Knowledge of certification, licensing, and accreditation standards and their application to substance abuse treatment services.
- Knowledge of federal and state laws, rules, regulations and procedures pertaining to substance abuse treatment services to include confidentiality, privacy and other client right issues.
- Knowledge of the principles and practices of clinical documentation.
- Knowledge of grant administration
- Ability to develop and implement policies and procedures.
- Ability to maintain accurate records and develop reports.
- Ability to analyze business situations, rules, regulations, policies, and procedures and formulate an effective course of action.
- Ability to communicate effectively verbally, in writing, and electronically.
- Ability to develop, organize, and conduct meetings, trainings, and workshops effectively.
- Ability to manage multiple projects simultaneously.
- Ability to provide training and technical assistance.
- Ability to establish and maintain effective working relationships with colleagues, stakeholders, agencies, organizations, other state level staff, committees, and the public.
- Ability to use a personal computer, MS Office Software, and the internet.
- Ability to work flexible hours, including before and after the established work hours.

METHOD OF SELECTION: Applicants will be rated based on 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. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

DEADLINE: March 1, 2019

EQUAL OPPORTUNITY EMPLOYER

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