



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
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LYNN T. BESHEAR  
COMMISSIONER

**EMPLOYMENT OPPORTUNITY**

|                      |  |                |                  |
|----------------------|--|----------------|------------------|
| <b>JOB TITLE:</b>    | Mental Health Specialist III<br>(Housing Coordinator)  | <b>NUMBER:</b> | 19-05            |
| <b>JOB CODE:</b>     | A6500  | <b>DATE:</b>   | February 1, 2019 |
| <b>SALARY RANGE:</b> | 78 (\$49,190.40-\$74,868.00)   | <b>PCQ#:</b>   | 8812776          |
| <b>JOB LOCATION:</b> | Department of Mental Health<br>RSA Union Building<br>100 North Union Street<br>Montgomery, AL 36130-1410 |                |                  |

**MINIMUM QUALIFICATIONS:**

- Master's degree in a human services field.
  - 48 months or more experience that includes any combination of working directly with consumers with serious mental illness (SMI)/severe emotional disturbances (SED), or in the coordination of housing resources for individuals with serious mental illness.
- OR**
- 24 months current permanent status as a Mental Health Specialist II, with 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:**

- Serves as a statewide resource and provides leadership to expand the availability of affordable and accessible housing, including permanent supportive housing, for individuals with serious mental illness.
- Collaborates with housing and human services stakeholders to ensure the implementation of strategies mandated in the Alabama Permanent Supportive Housing Strategic Plan
- Provides leadership, support, and policy direction to the network of providers in assisting their efforts to build housing partnerships at the local level.
- Manages and expands the ADMH-HUD Rental Assistance grant projects.
- Establishes and maintains effective working relationships with state and local agencies and organizations that support the expansion of affordable housing resources for people with serious mental illness.

- Tracks progress of implementation strategies and outcomes and reports periodic progress to the Alabama Department of Mental Health leadership, the HLG, and other entities as necessary.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of serious mental illness/serious emotional disturbances, the public mental health system, and mental health services.
- Knowledge of developing and implementing housing programs and services to diverse populations.
- Ability to collaborate with multiple community providers and housing authorities to provide services to individuals with serious mental illness.
- Ability to prepare reports, collect and disseminate statistical information, and manage complex projects.
- Ability to provide consultation and technical assistance.
- Knowledge of training/development principles, practices and techniques.
- Knowledge and experience with implementing grants.
- Ability to establish and maintain working relationships with high level officials and various other public and private agencies and housing authorities.
- Ability to effectively interact with individuals with serious mental illness and their families.
- Ability to take initiative, work independently, and identify and resolve problems, and overcome obstacles.
- Ability to understand and exercise good judgement in interpreting departmental policies, federal and state laws, and regulations.
- Ability to proficiently operate a personal computer to include Microsoft Word, Access, and Excel.
- Ability to travel frequently statewide and possibly occasional travel out of state.

**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](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. 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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