

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the Alabama Department of Mental and its service delivery. Knowledge of developmental disabilities (DD) programs and services. Knowledge of individuals with DD. Knowledge of federal laws pertaining to developmental disabilities. Knowledge of confidentiality, privacy, and other client rights issues. Knowledge of personal computer, software programs and internet resources. Ability to analyze, collect and evaluate statistical data. Ability to analyze and express ideas clearly and in a concise manner, both orally and in writing. Ability to plan, organize and monitors work activities to achieve established goals. Ability to manage multiple projects simultaneously. Ability to develop short and long range plans and objectives. Ability to travel to assist in conducting onsite program visits. Ability to establish and maintain effective working relationships with the Alabama Department of Mental Health staff, consumer groups and organizations, coalitions, stakeholders, and the general public.

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