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GOVERNOR

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DEPARTMENT OF MENTAL HEALTH
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LYNN T. BESHEAR
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Community Services Specialist IV **NUMBER:** 18-08
JOB CODE: T4000 **DATE:** 02/16/2018
SALARY RANGE: 78 (\$47,757.60 - \$72,686.40) **PCQ#:** 8820348
JOB LOCATION: Department of Mental Health
Region I Community Services
401 Lee Street, Northeast
Decatur, AL 35601

NOTE: You must submit a separate application for each vacancy based on the respective location. Each application must include the job title and announcement number.

MINIMUM QUALIFICATIONS: Master's degree, or higher, in Psychology with coursework in the administration of psychological testing, plus extensive experience (72 months or more) in a human services field, including experience (24 months or more) in a supervisory or administrative capacity. Applicants who are certified or licensed to administer psychometric tests to persons having or appearing to have intellectual disabilities may qualify with a Master's degree in Social Work or a human services field plus the required experience outlined above. *Preference will be given to applicants with experience in administering psychometric tests to persons having or appearing to have intellectual and/or developmental disabilities.*

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 a Regional Community Services office within the Alabama Department of Mental Health. Employees in this position will provide psychometric and psychological testing to individuals with intellectual and/or developmental disabilities (I/DD); Review behavior support plans related to requests for special staffing; Prepare documents, reports statistical data for HCBS, and regulatory compliance; and, Provide auditing of provider compliance with the PCP, POC & IRBI and report results to the Community Service Director. This position is responsible for overseeing the eligibility determination process through direct supervision of the Waiting List Coordinator and performs the role of Community Service Director

during their absence. Work is performed under the general supervision of the Community Services Director and is reviewed for program effectiveness.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Psychological Testing, Assessments, and Psychometric Tests. Knowledge of community service agencies in relation to people with I/DD. Knowledge of clinical dynamics of persons with I/DD. Knowledge of state, local, and federal funding sources and regulations. Knowledge and ability to analyze data and develop plans for program development. Ability to conduct Psychological/Psychometric Tests. Ability to communicate effectively, both orally and in writing. Ability to organize, plan and implement work in an independent manner. Ability to establish and maintain positive relationships with individuals, families, agency representatives, and the general public. Ability to provide guidance and support to individuals, families, and community providers. Ability to effectively intervene in crisis situations. Ability to provide training and technical assistance in the area of expertise. Ability to effectively supervise professionals and coordinate with community providers. Ability to understand and interpret appropriate standards, policies, and regulations. Ability to organize, plan, and implement work in an independent manner, with intermittent general or administrative supervision.

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 by visiting 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