



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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JIM REDDOCH, J.D.
COMMISSIONER

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

JOB TITLE: Community Services Specialist IV **NUMBER:** 13-20
JOB CODE: T4000 **DATE:** 04/12/2013
SALARY RANGE: 78 (\$47,757.60 - \$72,686.40) **PCQ#:** 8846027
JOB LOCATION: Department of Mental Health
Region III Community Services
3280 Dauphin Street - Building B, Suite 100
Mobile, AL 36606

QUALIFICATIONS: Master's degree in Social Work, Psychology, or another human service field, plus extensive experience (72 months or more) in a human service field, including experience (24 months or more) working specifically with persons with developmental disabilities in a community setting and experience (24 months or more) supervising professional or direct care staff.

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

NECESSARY SPECIAL REQUIREMENTS: Must have a valid driver's license to operate a vehicle in the State of Alabama and have a good driving record.

KIND OF WORK: This is a highly responsible professional position in a Regional Community Office responsible for the delivery of a variety of community services to persons with developmental disabilities, families, and agencies. The person in this position will have a variety of functions involving direct contact with consumers, families, and staff of community agencies, providing technical assistance and collecting and analyzing data. Other duties may include serving on various committees, conducting training, monitoring community based programs, and conducting investigations. Supervision may be exercised over professional employees in the Regional Office and may act in the absence of the Community Service Director. Work is performed under the general supervision of the Community Service Director and is reviewed for program effectiveness.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of community service agencies in relation to persons with developmental disabilities. Knowledge of clinical dynamics of persons with developmental disabilities. Knowledge of state, local, and federal funding sources and regulations. Knowledge and ability to analyze data and develop plans for program development. Ability to establish and maintain positive relationships with clients, families, agency representatives, and the general public. Ability to provide guidance and support to clients, families, and community providers. Ability to effectively intervene in crisis situations. Ability to communicate effectively both orally and in writing. Ability to provide training and technical assistance in the areas of incident management, case management and waiver services. Ability to effectively supervise professionals. 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. Working knowledge and experience in using a personal computer and related software programs, including Microsoft Office.

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