



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION**  
RSA UNION BUILDING  
100 N. UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410



JOHN M. HOUSTON  
COMMISSIONER

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

**ANNOUNCEMENT NUMBER:** 05-40

**DATE:** August 11, 2006

**JOB TITLE:** Mental Health Specialist III  
(Children and Adolescents Services Coordinator)

**JOB CODE:** A6500

**SALARY RANGE:** (78) \$44,582 - \$67,852  
(Effective 10/1/2006)

**PCQ#:** 8813353

**JOB LOCATION:** Department of Mental Health and Mental Retardation  
RSA Union Building  
100 North Union Street  
Montgomery, Alabama

**QUALIFICATIONS:** Master's degree in Psychology, Social Work, Counseling, or a related field. Must have considerable experience (**48 months or more**) in the development, provision, and/or monitoring of intervention and treatment services for children and adolescents who have substance abuse disorders and/or whose parents have substance abuse disorders, including 24 months of administrative or supervisory experience. *Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the DMH/MR Job Evaluation Committee.*

**KIND OF WORK:** This is advanced professional and administrative work coordinating and monitoring the array of children and adolescent intervention and treatment services funded by the DMH/MR Substance Abuse Services Division (SASD). Duties include: Assisting in the design and development of children and adolescent treatment programs and services, including identifying target populations, establishing program goals and objectives, and developing policies and procedures; Identifying, recommending and facilitating the implementation of goals and objectives for SASD's annual plan for substance abuse treatment services specific to children, adolescents, and their families; developing an annual report on the state of children and adolescent substance abuse intervention and treatment services certified and funded by SASD, including recommendations for service enhancements, quality improvements, funding, staffing, etc.; providing consultation and technical assistance to providers and others working for and within the substance abuse treatment delivery system for children and adolescents; conducting quality of care and contract compliance site visits at provider programs and preparing reports of findings; assisting in the development, implementation, and interpretation of new or revised divisional, departmental, legislative, or other initiatives; reviewing and analyzing provider program descriptions and staffing plans;

assisting with the development of request for proposals for children and adolescent programs and the development of criteria for the awarding of grants; making presentations before advocacy, civic, and community organizations and providers to provide information on the needs of children and adolescents, inform them of SASD programs and services, enlist their cooperation in specified initiatives, etc.; and participating in in-state and out-of-state conferences, training, and meetings.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Considerable knowledge of substance abuse disorders and evidence-based intervention and treatment strategies appropriate for children, adolescents, and their families; Considerable knowledge of the role of patient placement, continuing stay, and discharge criteria relative to substance abuse treatment; Considerable knowledge of treatment program design, including children and adolescent services intervention and treatment modalities and methodologies, along with evaluation and monitoring strategies and methodologies; Considerable knowledge of federal and state laws, rules, regulation, and procedures pertaining to substance abuse treatment services for children and adolescents, including confidentiality, privacy, and other client rights issues; Considerable knowledge of network services and organizations for treatment of children and adolescents with substance abuse disorders in Alabama; Considerable knowledge of certification, licensing, and accreditation standards and their application to children and adolescent substance abuse intervention and treatment; Considerable knowledge of the principles and practices of clinical documentation; Ability to develop and implement policies and procedures; Ability to develop short- and long-range plans; Ability to develop, organize, and conduct meetings, training, and workshops effectively; Ability to manage multiple projects simultaneously, Ability to express ideas clearly, both orally and in writing; Ability to analyze business situations, rules, regulation, policies, procedures, etc., and formulate an effective course of action; Ability to maintain accurate records and develop reports; Ability to use a personal computer, MS Office Software, and the internet.

**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 the duties and minimum qualifications as mentioned above. All relevant information is subject to verification.

**HOW TO APPLY:** An official **Application for Professional Employment** may be obtained from this office, from any Department of Mental Health and Mental Retardation facility personnel office, or our website at [www.mh.state.al.us](http://www.mh.state.al.us). **Only work experience detailed on the application form 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 AND MENTAL RETARDATION, P.O. BOX 301410 RSA UNION BUILDING, 100 NORTH UNION STREET, MONTGOMERY, AL 36130 BY August 25, 2006, in order to be considered for this position.

AN OFFICIAL COPY OF YOUR ACADEMIC TRANSCRIPT(S) MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.