



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

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

**ANNOUNCEMENT NUMBER:** 06-18

**DATE:** May 19, 2006

**JOB TITLE:** Mental Health Specialist II

**JOB CODE:** A6000

**SALARY:** (74) \$34,929 - \$52,915

**PCQ#:** 8812818

**JOB LOCATION:** Department of Mental Health and  
Mental Retardation  
10 North Union St.  
P.O. Box 301410  
Montgomery, AL. 36130-1410

**QUALIFICATIONS:** Master's degree in a mental health field such as psychology, social work, counseling, or psychiatric nursing. Must have at least twenty-four months of directly applicable experience working with persons with mental illness in either a community mental health program certified by this Department or JCAHO or in a comparable setting subject to public regulation. Other directly related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Job Evaluation Committee.

**KIND OF WORK:** This is highly professional work in providing specialized services in the area of program monitoring and evaluation in the office of Certification in the Mental Illness Division. The successful candidate should be able to develop and apply certification standards for both administrative services and clinical programs provided by community mental health centers and other community-based mental health service providers, provide technical assistance to assist providers to comply with standards, and collaborate with other units within the Department relative to program development and evaluation activities.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** A thorough knowledge of community mental health services, a good working knowledge of the appropriate continuum of care for persons with serious mental illness, and experience with or knowledge of the interface between the public community mental health centers and the state psychiatric hospitals. Knowledge and experience with Medicaid, Medicare, and/or JCAHO rules applicable to community mental health services strongly preferred. Knowledge of DMH/MR certification standards and procedures a requirement. Ability to work as a team member with professionals within and outside the Department. Excellent oral and written communication skills a must. Basic proficiency with personal computers and word processing (preferably Microsoft Word, Excel, and Access) is required. Experience in preparation of reports, collection and dissemination of statistical information, and management of complex projects highly desirable.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and 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 June 2, 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.