



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

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

**ANNOUNCEMENT NUMBER:** 06-28

**DATE:** October 27, 2006

**JOB TITLE:** Mental Health Specialist II

**JOB CODE:** A6000

**SALARY:** 74 (\$36,676 - \$55,560)

**PCQ#:** 8813282

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

**QUALIFICATIONS:** Master's degree in Social Work, Psychology, Criminal/Juvenile Justice, Special Education, or a human service related field. Minimum of one year experience in coordinating services for children at risk. Preference will be given to applicants with supervisory and/or managerial experience in the above areas and to applicants with experience in juvenile court proceedings and/or participation on the County and/or State Children's Services Facilitation Teams. *Other job-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 advanced responsible professional work of extensive scope and complexity in assisting and coordinating a statewide, interagency, children's multiple-needs services initiative. Services are geared toward children who are at risk for "out of home" placement and in need of intensive treatment and/or planning, often involving or at risk of involving the juvenile justice system. Work involves assisting the County Children's Services Facilitation Teams in case planning, participation on the Case Review Committee and other committees as appropriate, participation in monitoring of services, and assisting in the development and implementation of a tracking system. Assists in the coordination of interagency planning for multiple-needs children, including services integration and shared funding among child serving agencies. Assists the County Children's Services Facilitation Teams in training, technical assistance, and consultation. Assists in the collection of data for analysis and forecasting of service needs.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Applicant should have a sound knowledge of the Multiple Needs Child initiative and the ability to assist County Children's Services Facilitation Teams in the development and implementation of children's plans and the ability to monitor service provision. Extensive knowledge of child serving agencies and the juvenile court system. Ability to assist in the collection, management, and analysis of data. Knowledge of training resources and the ability to conduct/coordinate training. Ability to establish and maintain good rapport with providers of services to children with multiple needs at various levels. Knowledge and/or familiarity with programs

that provide services to children and families to whom ordinary community care is not or has not been available or successful. Ability to follow through with assignments in an independent manner or with minimal direction. Ability to work as a team member with professionals within and outside the Multiple Needs Child Office. Excellent oral and written communication skills a must. Basic proficiency with personal computers and word processing (preferably Microsoft Word, Excel, and Access) is an advantage.

**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 the Personnel Office of the Department of Mental Health/Mental Retardation or at the DMH/MR web address: [www.mh.state.al.us](http://www.mh.state.al.us). The application should be returned to the **Personnel Office, Alabama Department of Mental Health and Mental Retardation, P.O. Box 301410, Montgomery, Alabama 36130-1410 by November 10, 2006**, in order to be considered for this position. 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.** PLEASE HAVE AN OFFICIAL COPY OF YOUR TRANSCRIPT(S) OR APPLICABLE LICENSES/CERTIFICATIONS FORWARDED TO THE PERSONNEL OFFICE ADDRESS ABOVE OR FURNISHED DURING THE INTERVIEW.