



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: 07-25

DATE: June 22, 2007

JOB TITLE: Mental Health Specialist V

JOB CODE: A6700

SALARY RANGE: 85 (\$69,528 - \$105,933)

PCQ#: 8813387

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

QUALIFICATIONS: Master's degree in Business Administration, Public Administration, or in a Social or Behavioral Science. **Extensive** (72 months) progressively responsible experience in the mental health field and **considerable** (48 months) responsible experience in the area of administration.

KIND OF WORK: This is a highly responsible professional position in the central office of the Alabama Department of Mental Health and Mental Retardation, Division of Mental Retardation. The person in this position will develop systems; manage programs and projects; maintain liaison with the Alabama Medicaid Agency and other state and federal partners; and assist the public, providers, and regional office staff in understanding, accessing, and operating services for persons with mental retardation. These responsibilities will require the employee to maintain the knowledge base, skills, and relationships to meet goals and make decisions independently. Specific duties will include supervising regional community services directors and assisting the regional office staff with questions about Medicaid eligibility, benefits, and limitations; working with Medicaid to resolve eligibility problems; managing mental retardation service provider enrollment; answering questions and providing training regarding case management issues, and supervising staff to accomplish these tasks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Medicaid eligibility, Medicaid programs, and Medicaid requirements; knowledge of the field of services for persons with cognitive disabilities on a state, federal, and national level; knowledge of provider enrollment processes; knowledge of Medicaid Home- and Community-Based Waiver; knowledge of quality practice of case management; and knowledge of quality indicators.

Skilled at listening and accurately communicating with a variety of people to understand problems and requests for information; skilled at problem analysis and solving, especially in anticipating and preventing future problems; skilled in writing; skilled at being a self-starter.

Ability to understand and master complex mechanisms, such as budgets, contract amendments, waiver amendments and provider enrollment; ability to keep a variety of projects organized and moving forward simultaneously; ability to bring creativity and innovation to the service delivery system to promote consumer self-determination and community integration.

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.alabama.gov. **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 Until Filled,** 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.