



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

****CORRECTED****

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

ANNOUNCEMENT NUMBER: 07-37

JOB TITLE: Mental Health Specialist II

JOB CODE: A6000

PCQ: 8812781

SALARY: (74) \$37,960 - \$57,504

DATE: December 21, 2007

JOB LOCATION: Alabama Department of Mental Health and Mental Retardation
100 North Union Street
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 in either a community mental health program certified by this Department or Joint Commission or in a comparable setting subject to public regulation. Other job related education and/or experience may be substituted for all or part of these basic requirements.

KIND OF WORK: This is highly professional work in providing specialized services in the area of program evaluation in the Evaluation Section of the Bureau of the Mental Illness Community Programs, 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 Joint Commission 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. 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 experience, and should provide adequate work history identifying experience related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification.

HOW TO APPLY: Use an official *Application for Professional Employment*, which may be obtained from this office, any Department of Mental Health and Mental Retardation facility personnel office or visiting the website at www.mh.alabama.gov. The application should be returned to the Department of Mental Health and Mental Retardation, P.O. Box 301410, 100 North Union Street Montgomery, Alabama 36130-1410 by **January 4, 2008**, in order to be considered for this position. ***RESUMES WILL NOT BE ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION.*** ONLY WORK EXPERIENCE DETAILED ON THE APPLICATION FORM WILL BE CONSIDERED. ADDITIONAL SHEETS, IF NEEDED, SHOULD BE IN THE SAME FORMAT AS THE APPLICATION. **PLEASE HAVE AN OFFICIAL COPY OF ALL APPLICABLE TRANSCRIPT(S) AND/OR LICENSES FORWARDED TO THE PERSONNEL OFFICE AT THE ABOVE ADDRESS.**