



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: 08-10**

**JOB TITLE:** Mental Health Specialist II

**JOB CODE:** A6000

**PCQ:** 8813373

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

**DATE:** May 22, 2008

**JOB LOCATION:** **Administrative base:**

Alabama Department of Mental Health and Mental Retardation  
Montgomery, Alabama.

**Work location:** AL DMH/MR Regional Office  
North Central Alabama

**QUALIFICATIONS:** Master's degree in Early Childhood Special Education, Social Work, Psychology, or another human service related field, with **professional experience (24 months or more)** in a human service related field, working with young children with developmental disabilities, inclusive of cognitive, physical, social-emotional, adaptive, and communication delays, and/or a diagnosed condition that is likely to result in a developmental delay.

*Other job related education and/or experience may be substituted for all or part of these basic requirements*

**SPECIAL REQUIREMENT:** Valid Alabama Driver's License. Current licensure if required by discipline. Extensive travel with some overnight is an essential function of the position.

**KIND OF WORK:** This is specialized, highly responsible work in developing, promoting and coordinating Early Intervention programs (IDEA, Part C and transition to Part B); Medicaid targeted case management; and activities, services and supports for young children with developmental delays and their families, within the Alabama Department of Mental Health and Mental Retardation.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Working knowledge of subject matter of Alabama's Early Intervention System, IDEA Part C; transition to preschool or other community service; and specific disability areas. Working knowledge of Medicaid targeted case management funding and services. Considerable knowledge of local, state, and federal organizations, and advocacy groups for the young child with developmental delays and their families. Considerable knowledge of pertinent state and federal laws, rules, and regulations and ability to interpret such for others. Considerable knowledge of trends in program area. Knowledge of other departmental programs and services and interrelationships between programs. Working knowledge of computers and computer applications. Ability to formulate and express ideas and work with others to accept efficient methods of instruction. Ability to plan, organize, and direct programs. Ability to intervene on behalf of the young child with a developmental delay and family, and with community providers based on the philosophy and requirements of IDEA, Part C and transition activities and requirement. Ability to express ideas clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with departmental personnel, service providers, and other state agency personnel in carrying out the Early Intervention programs. Ability to train and instruct others. Ability to interpret laws and regulations. Ability to prepare grant applications and perform associated duties.

**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](http://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 **June 6, 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.**