



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: 08-12

DATE: July 3, 2008

JOB TITLE: Planning/Quality Assurance Specialist V
(Consumer Employment Specialist)

JOB CODE: Q5000

SALARY RANGE: (83) \$61,910 - \$94,459

PCQ#: 8813233

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

QUALIFICATIONS: Master's degree in Rehabilitation, Social Work, Special Education, Education, Psychology, Nursing, or other Human Services Field, or a Social Science. Extensive (72 months or more) progressively responsible administrative experience in planning and implementing consumer employment programs is required.

KIND OF WORK: This is highly responsible professional and administrative work in directing the planning and implementation of a DMHMR employment continuum for consumers. An employee in this class is responsible for administering the Department's employment program which will include planning and coordinating activities contributing to the development and implementation of an associated statewide plan. Duties will include researching state and national employment trends for use in expanding employment opportunities for consumers; developing and tracking outcome measures consistent with the employment plan; coordinating and developing partnerships with other entities to effect strategies for overcoming barriers to sustained employment; and developing and implementing training modules regarding effective employment programs for consumers including benefits coordination, tools for successful and sustained employment, etc. Duties require routine contact with high-level state officials in the Department, other state and federal agencies, and with the general public. The employee has extensive latitude in making independent decisions on important plans and programs consistent with Department policies regarding consumer employment programs. Work is performed under the general direction of an administrative supervisor and is reviewed through conferences and reports for program effectiveness and conformity with objectives.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of vocational rehabilitation services and resources in Alabama; Knowledge of management principles and effective techniques that enhance an employment continuum for consumers; Ability to plan, and organize workflow, and prioritize work activities; Ability to plan, direct, supervise, and review the work of others; Knowledge of the Mental Health/Mental Retardation service delivery system in Alabama DMH/MR; Administrative ability to effectively coordinate efforts of various people and resources to achieve desired outcomes; Ability to establish and maintain effective working relationships with various individuals, associates, subordinates, groups, and professionals; Ability to communicate effectively both orally and in writing; Ability to work independently; Knowledge in using a personal computer and related software packages; Ability to analyze information and recommend appropriate action; develop major reports, analyses, and other professional documents; Knowledge of applicable standards, department policies, and other applicable state and federal requirements as set forth by the various certifying, licensing, accrediting, and other regulatory agencies; Ability to understand and exercise good judgment in interpreting departmental policies, federal and state laws and regulations; Knowledge in development of policies and procedures.

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.