



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**

JOB TITLE: Community Services Specialist III **NUMBER:** 08-05
JOB CODE: T3000 **DATE:** 02-29-08
SALARY RANGE: 74 (\$37,960. - \$57,504.) **PCQ#:** 8809321
JOB LOCATION: Region II Community Services
1700 University Blvd.
Tuscaloosa, AL 35404

QUALIFICATIONS: Master’s degree in Social Work, Psychology, or another human service related field, with **experience (24 months or more)** professional experience in a human service related field,
OR

A bachelor’s degree in Social Work, Psychology, or other human service related field, with **extensive experience (72 months or more)** working with persons with mental retardation, of which at least 3 years must be experience working in or with community based programs for persons with mental retardation.

KIND OF WORK: This is a highly responsible position in the Region II Community Service office within the Department of Mental Health and Mental Retardation. This position will have a variety of functions involving direct contact with consumers, families and staff of community agencies; collecting, entering and analyzing data including the waiting list; and providing in-service training and technical assistance. This position will have responsibility for developing placement and support opportunities for individuals and facilitate consumer choices by consultation and visitation with providers and concerned parties and transition planning. This position will conduct monitoring of community programs to ensure individuals are being provided safe and effective services in accordance with applicable DMH/MR Standards for Community Programs and guidelines for Medicaid Targeted Case Management and Home and Community Based Waiver Services.

KNOWLEDGE SKILLS AND ABILITIES: Knowledge of community services/resources available to persons with mental retardation and cognitive disabilities, eligibility requirements for services through the MR Division, Medicaid eligibility guidelines for MR and Living at Home Waiver services. Knowledge and experience providing technical assistance, monitoring and developing community supports and services is also required. Ability to establish and maintain positive relationships with individuals, families, agencies and the general public. Ability to network

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with other agencies, make presentations to consumers, families and community groups and effectively intervene in crisis situations. Ability to communicate effectively, both orally and in writing. Ability to interpret standards, policies, and regulations. Knowledge and experience in the use of ACCESS and MR Services Information System.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience and education and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office or visit our website at www.mh.state.al.us. 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, Alabama 36130. Resumes will not be accepted in lieu of an official application. Copies of License/Certifications should be forwarded with your application or furnished during the interview. An official copy of academic transcripts is required and must be forwarded by the college or university to the personnel office at the above address.

DEADLINE: March 14, 2008