



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 HOUSTON
COMMISSIONER

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

JOB TITLE: MH Interpreter I **NUMBER:** 08-02

JOB CODE: B6000 **DATE:** 01/11/08

SALARY RANGE: 73 (\$36,124.80-\$54,768.00) **PCQ#:** 8813335

JOB LOCATION: Department of Mental Health and Mental Retardation
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

QUALIFICATIONS: A two-year Associate degree plus considerable (48 months or more) of full-time experience interpreting in a variety of different settings. Other job related education and/or experience may be substituted for all or part of these basic requirements.

NECESSARY SPECIAL REQUIREMENTS: Must be licensed or eligible for licensure by the Alabama Licensure Board of Interpreters and Transliterators. Must be certified or eligible to receive certification as a QMHI (Qualified Mental Health Interpreter) or its equivalent.

Certification must be obtained within 24 months of hire. Must have a valid driver's license to operate a vehicle in the State of Alabama. Must be willing to work flexible hours.

KIND OF WORK: This is professional level work in providing specialized services to individuals who are deaf and hard of hearing and who have mental illness/mental retardation and/or substance abuse issues. Work involves interpreting between deaf or hard of hearing consumers, staff of the Alabama Department of Mental Health and Mental Retardation facilities or contract service providers. Other duties include providing communication training such as sign language classes to contracted service providers, and performing communication assessments of consumers who are deaf or hard of hearing.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of American Sign Language. Knowledge of the function of a professional interpreter and interpreting code of Ethics. Knowledge of deafness and deaf culture. Knowledge of telecommunication devices and

their use. Ability to interpret between consumers using a variety of dialects and fluency levels. Ability to communicate effectively both orally and in writing. Ability to interpret in situations where partial control by interpreter is possible. Ability to utilize computer, internet resources, and various software packages. Ability to provide training in the American Sign Language and the use of adaptive technology. Ability to work flexible work schedule to include nights and/or weekends as needed.

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 duties and minimum qualifications as mentioned above. All relevant information is subject to verification.

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.alabama.gov. **Only work experience detailed on the application 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, Alabama 36130. 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: until filled