



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
100 NORTH UNION STREET  
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MONTGOMERY, ALABAMA 36130-1410  
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JIM REDDOCH, J.D.  
COMMISSIONER

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

**JOB TITLE:** Mental Health Specialist III                      **NUMBER:** 12-23  
(Early Intervention Coordinator)

**JOB CODE:** A6500    **DATE:** 09/04/2012

**SALARY RANGE:** 78 (\$47,757.60 - \$72,686.40)                      **PCQ#:** 8846155

**JOB LOCATION: Administrative Base:**  
Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, Alabama 36130-1410  
**Work Location:**  
To Be Determined

**QUALIFICATIONS:** Master's degree in a human services field, plus considerable experience (48 months or more) in early childhood development and services to children birth to five with developmental delays, **OR** current permanent status (24 months or more) as a Mental Health Specialist II performing duties as indicated above.

*Human services field includes the following disciplines: Sociology, Speech Education, Rehabilitation, Counseling, Psychology, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*

**KIND OF WORK:** This is highly responsible administrative work of considerable scope and complexity in the Division of Intellectual Disabilities. The person in this position will be responsible for oversight of management of DMH Early Intervention (EI) Services, to include Medicaid Targeted Case Management to infants and toddlers. The person in this position will assist in the development community contracts/grants for services, monitoring of contract performance and amendments in accordance with departmental/state rules and regulations; administration of a program budget, preparation of financial and program status reports. This person in this position will provide technical assistance and training to EI providers on programmatic standards and contract compliance and best practices. This person will facilitate quality improvement in the program through the promotion of research-based interventions and practices. This person will provide supervision to two EI Specialists to assist in the implementation of this statewide program.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of Alabama Early Intervention System (AEIS) and the Federal law that govern its implementation. Knowledge of Alabama Medicaid programs that fund services and supports to infants and toddlers. Knowledge of applicable state and federal Preschool Special Education Laws. Knowledge of mission and scope of services of other child-serving state agencies. Knowledge of DMH contracting/budgeting procedures. Ability to work effectively with individuals, groups, committees, departments, and other agencies. Ability to work with multiple projects simultaneously and to work with multiple project deadlines. Ability to plan and organize work effectively. Ability to utilize personal computers and relevant software (Excel, Word, Power Point etc.) to produce reports as needed. Ability to communicate effectively both orally and in writing. Ability to speak publically and provide trainings. Ability to travel with some regularity.

**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. Drug screenings and security clearance 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, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://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, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

**DEADLINE:** September 21, 2012