



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
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JIM REDDOCH, J.D.  
COMMISSIONER

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

<b>JOB TITLE:</b>	Mental Health Specialist II (Certification – 2 positions)	<b>NUMBER:</b>	13-03
<b>JOB CODE:</b>	A6000	<b>DATE:</b>	03/08/2013
<b>SALARY RANGE:</b>	74 (\$39,290.40 - \$59,517.60)	<b>PCQ#:</b>	8813328 8812818
<b>JOB LOCATION:</b>	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36130-1410		

**QUALIFICATIONS:** Master's degree in a human services field, plus experience (24 months or more) in a community mental health program certified by this Department or Joint Commission or experience in the provision of services for individuals who have substance use disorders, **OR** Bachelor's degree in a human services field, plus considerable experience (48 months or more) 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.*

**NECESSARY SPECIAL REQUIREMENT:** Extensive overnight travel is required. Must have a valid driver's license to operate a vehicle in the State of Alabama.

**KIND OF WORK:** This is highly professional work in providing specialized services in the area of program development and monitoring an array of treatment facilities certified by the DMH Mental Health/Substance Abuse Service Division. The person in this position should be able to interpret and apply the Community Program Administrative Code for both administrative services and clinical programs provided by community mental health centers and other community-based mental health/substance abuse service providers, provide technical assistance to assist providers in complying with the Administrative Code, and collaborate with other units within the Department relative to program development and evaluation activities.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Mental Health Option – Knowledge of community mental health services. Knowledge of the appropriate continuum of

care for persons with serious mental illness. Knowledge of the principles and practices of clinical documentation, of federal and state laws, rules, regulation, and procedures pertaining to mental health services, including confidentiality, privacy, and other client rights issues. Knowledge and experience with Medicaid, Medicare, and/or Joint Commission rules applicable to community mental health services strongly preferred. Knowledge of DMH Community Program Administrative Code and procedures a requirement. Substance Abuse Option – Knowledge of substance use disorders, evidence-based drug-free and medication-assisted treatment strategies and therapeutic techniques used in the treatment of individuals diagnosed with substance use disorders. Knowledge of treatment program design, including treatment modalities and methodologies, along with evaluation and monitoring strategies and methodologies. Knowledge of the principles and practices of clinical documentation, of federal and state laws, rules, regulation, and procedures pertaining to substance abuse treatment services, including confidentiality, privacy, and other client rights issues. Knowledge of network services and organizations for treatment of individuals with substance use disorders in Alabama. Knowledge of certification, licensing, and accreditation standards and their application to substance abuse treatment services.

Mental Health/Substance Abuse – Ability to work as a team member with professionals within and outside the Department. Excellent oral and written communication skills. Basic proficiency with personal computers, including Microsoft Office software and the internet, is required. Experience in preparation of reports, and management of multiple projects highly desirable.

**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:** April 19, 2013