



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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JIM REDDOCH, J.D.
COMMISSIONER

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

JOB TITLE:	Mental Health Specialist II (Consultant – SPF SIG)	NUMBER:	13-14
JOB CODE:	A6000	DATE:	03/22/2013
SALARY RANGE:	74 (\$39,290.40 - \$59,517.60)	PCQ#:	8813265
JOB LOCATION:	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) working in projects, workgroups or program coordination, preferably within a substance abuse prevention program or coalition at the community level to include training and/or public speaking including some experience (12 months or more) in prevention services.

OR

Bachelor’s degree in a human services field, plus considerable experience (48 months or more) working in projects, workgroups or program coordination, preferably within a substance abuse prevention program or coalition at the community level to include training and/or public speaking including experience (24 months or more) in prevention services.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, 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 a conditional appointment position funded by grant monies for a period of at least five (5) years. Employment may be continued based on availability of funding.** This is highly responsible professional consultation and administrative work coordinating statewide coalition activities funded by MHSAS Office of Prevention through the Substance Abuse and Mental Health Services Administration’s (SAMHSA) Strategic Prevention Framework State Incentive Grant (SPF SIG) five-year cooperative agreement. The employee in this position will be responsible for coordinating activities associated with program operation for community mobilization efforts for evidenced based practices and environmental strategies; providing logistical support for training workshops for target populations; mobilizing, advertising, coordinating and assisting communities associated with the SPF SIG project; identifying, assessing and informing the Project Director and Coordinator on the development of

the coalition's successes, obstacles, barriers, and capacity. The employee will work with the State Prevention Advisory Board (SPAB); participate in conferences, trainings, meetings, developing and delivering presentations to SPAB and other interested stakeholders; assisting in the preparation of strategic plans and training and technical assistance needs; coordinating and conducting monitoring and compliance visits of SPF SIG sub recipients; preparing quarterly reports of monitored SPF SIG sub recipients to the Office of Prevention. This position will work under the direct supervision of the SPF SIG Coordinator of the Office of Prevention.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of evidence based principles and practices relative to substance abuse prevention services. Knowledge of SAMHSA's strategic prevention framework and its application to Alabama's prevention services system. Knowledge of strategies needed to create an effective, statewide, coordinated risk and protective approach to substance abuse prevention. Knowledge of SAMHSA's SPF SIG guidelines. Knowledge of federal and state laws, rules, regulations, and procedures. Knowledge of confidentiality, privacy, and other client rights issues. Ability to express ideas clearly and in a concise manner, both orally and in writing. Ability to plan, organize, and monitor work activities to achieve established goals. Ability to manage multiple projects simultaneously. Ability to develop short and long range plans and objectives. Ability to provide effective training and technical assistance. Ability to utilize personal computer, internet resources and software programs. Ability to establish and maintain effective working relationships with the Alabama Department of Mental Health staff, community providers, coalitions, stakeholders, and the general public.

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. **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: until filled