



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

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

**JOB TITLE:** Mental Health Specialist III  
(2 Positions) **NUMBER:** 15-23

**JOB CODE:** A6500 **DATE:** 06/19/2015

**SALARY RANGE:** 78 (\$47,757.60-\$72,686.40) **PCQ#s:** 8812778 & 8813285

**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 with considerable experience (48 months or more) in the provision, administration, and/or supervision of services for individuals who have substance use disorders and/or mental illnesses and their families. **OR**, current permanent status as a Mental Health Specialist II with experience (24 months or more) in the provision, administration, and/or supervision of services for individuals who have substance use disorders and/or mental illnesses and their families.

*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 advanced professional and administrative work providing contract management, compliance monitoring and general oversight of assigned substance abuse treatment programs funded by the Alabama Department of Mental Health (ADMH). The person in this position will work under the supervision of the Director of Treatment Services. They will conduct quality of care and contract compliance reviews at assigned community programs, prepare reports of compliance review findings, and follow-up and report on provider deficiencies identified during reviews until such deficiencies are resolved; monitor contract utilization and service provision of assigned providers in relation to ADMH funding, identify concerns and best practices, and prepare designated reports of findings; plan, schedule and facilitate compliance meetings with assigned providers; assist in the design, development, and implementation of treatment programs and services, including identifying target populations, establishing program goals and objectives, developing policies and procedures and addressing the needs of special populations, including adolescents, children, women and individuals of medication assisted treatment; assist in incident management, data collection and reporting to support performance improvement objectives; provide consultation and technical assistance to providers and others relative to treatment of substance use disorders, contract compliance, special populations, and performance improvement.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Considerable knowledge of substance use disorders; evidence-based drug-free and medication assisted treatment strategies and therapeutic techniques used in the treatment of substance use disorders; the role of patient placement, continuing stay, and discharge criteria relative to treatment of substance use disorders; treatment program design, including treatment modalities and methodologies, along with evaluation and monitoring strategies and methodologies. Considerable knowledge of federal and state laws, rules, regulations, and procedures pertaining to substance abuse treatment services, including confidentiality, privacy, and other client rights issues; the network of services and organizations for treatment of substance abuse disorders in Alabama; certification, licensing, and accreditation standards, and their application to substance abuse treatment services in Alabama. Considerable knowledge of the principles and practices of clinical documentation. Ability to develop and implement policies and procedures; develop short and long-range plans that meet established objectives and contribute to the overall goals and mission of the agency. Ability to plan and organize work activities to achieve established goals. Ability to develop, organize, and conduct meetings, training, and workshops effectively; manage multiple projects simultaneously and express ideas clearly, electronically, orally and in writing. Ability to analyze business situations, rules, regulations, policies, procedures, etc., and in response, formulate an effective course of action. Ability to keep accurate records and develop reports. Ability to exercise tact, courtesy, and initiative in the performance of prescribed job duties. Ability to work independently and manage time efficiently in the performance of job responsibilities. Ability to use a personal computer, MS Office Software, and the Internet. Ability to learn and develop skill in the operation of the Alabama Substance Abuse Information System (AS AIS) relative to prescribed job duties. Ability to work productively and supportively toward achievement of team goals. Ability to establish and maintain effective and harmonious working relationships with other ADMH staff, staffs of other state/ local agencies, state/ local officials, community service providers, clients, families, advocacy groups, 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](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: JULY 3, 2015**