



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
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JAMES V. PERDUE  
COMMISSIONER

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

<b><u>JOB TITLE:</u></b>	MH Specialist III	<b><u>NUMBER:</u></b>	16-15
<b><u>JOB CODE:</u></b>	A6500	<b><u>DATE:</u></b>	4/8/2016
<b><u>SALARY RANGE:</u></b>	78 (\$47,757.60-\$72,686.40)	<b><u>PCQ#:</u></b>	8812818
<b><u>JOB LOCATION:</u></b>	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36130-1410		

**MINIMUM QUALIFICATIONS:** Master’s degree in a human services field with considerable experience (48 months or more) in the provision of services for individuals who have a mental illness or experience in the provision of services for individuals who have substance use disorders. **OR,** current permanent status as a Mental Health Specialist II with experience (24 months or more) in the provision of services for individuals who have a mental illness or experience in the provision of services for individuals who have substance use disorders.

*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*

**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 responsible, professional and administrative work within the Certification Office of the Mental Health and Substance Abuse Services (MHSAS) Division. The person in this position will interpret and apply the Alabama Department of Mental Health (ADMH) Administrative Codes for the MHSAS Division for Community Mental Health Centers, Community Mental Health Service Providers and Substance Abuse Treatment Service Providers for both administrative services and clinical services. This position will serve as team leader, when assigned, to include coordinating the site team schedule and assignments, and on-site monitoring of the site team schedule. The person in this position will make decisions concerning discrepancies/deficiencies, provide technical assistance, review Plan of Actions, and review new applications to ensure agencies comply with MHSAS Administrative Codes and collaborate with other units within ADMH relative to program development and evaluation activities. The person in this position must be able to accurately articulate findings during exit interviews and compile site visit reports. The person in this position will work with other professionals within and outside ADMH in a professional, cooperative and ethical manner.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of community mental health services and substance abuse treatment services. Knowledge of the appropriate continuum of care for persons with serious mental illness and substance use disorders. Knowledge of the principles and practices of clinical documentation, of federal and state laws, rules, regulation, and procedures pertaining to mental health and substance use disorder services, including confidentiality, privacy, HIPPA and other client rights issues. Knowledge of the ADMH Administrative Codes for the MHSAS Division and certification procedures. Knowledge and experience with Medicaid, Medicare, and/or Joint Commission and/or CARF rules applicable to community mental health services and substance use disorder services is preferred. Knowledge of evidence-based, best practice treatment strategies and therapeutic techniques used in the treatment of individuals diagnosed with mental illness and substance use disorders. Knowledge of treatment program design, including treatment modalities and methodologies, along with evaluation and monitoring strategies and methodologies. Knowledge of network services and organizations for treatment of individuals diagnosed with mental illness and substance use disorders. Knowledge of certification, licensing, and accreditation standards and their application to mental illness and substance abuse treatment services. Ability to work as a team member with professionals within and outside ADMH. Excellent oral and written communication skills are required. Must possess proficiency with computers, including Microsoft Office software and the Internet. Knowledge and experience in preparing reports, collection and dissemination of information, and management of multiple projects is highly desired. Ability to aggregate and combine information from multiple sources to produce reports.

**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: May 6, 2016**