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

JOB TITLE: Mental Health Specialist III
(MI Supported Employment)  

NUMBER: 17-46  

JOB CODE: A6500  

DATE: 10/27/2017  

SALARY RANGE: 78 ($47,757.60-$72,686.40)  

PCQ#: 8812564  

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36104

MINIMUM QUALIFICATIONS: Master’s degree in a human services field, plus considerable experience (48 months or more) working with people with serious mental illnesses, including providing employment services, OR 24 months current permanent status as a Mental Health Specialist II, working with people with serious mental illnesses, including providing employment 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.*

NECESSARY SPECIAL REQUIREMENT: Must be willing to travel frequently to project sites within Alabama (75 percent of time) with the possibility of occasional out-of-state travel.

KIND OF WORK: This is highly responsible professional work that involves overseeing the statewide strategic planning and implementation of grant and project activities throughout the Alabama Individual Placement and Support (IPS) Supported Employment Project. The employee in this position will manage and oversee the state Supported Employment Coordinating Committee, oversee the completion of the state IPS Strategic Plan, attend the IPS Train-the-Trainer Program, serve as the state IPS trainer for IPS programs, serve as the primary fidelity reviewer, and assist with data collection and reporting required of the project and grant. Specific duties will include the following: The employee will be responsible for coordinating and disseminating materials to community provider sites to ensure project compliance, making sure all employment specialists are hired at participating community mental health centers, training employment specialists on the IPS Model, as well as monitoring referrals to the IPS program to verify that each employment specialist is assigned to work with clients from mental health treatment teams. This position will be required to meet with provider staff on a routine and ongoing basis to support local IPS implementation, to promote IPS principles within provider agencies, assist with the development of strategies to help people in their working lives, and to further employer relationships. The employee will provide site-based training for each project participating agency, will develop a site specific implementation plan, and will provide technical assistance to all IPS teams,
mental health practitioners, mental health agency leadership, and local vocational rehabilitation offices. The employee will act as a state-level liaison between agencies involved in the project to include communicating/coordinating with external evaluators and technical assistance advisors. The employee will conduct/participate in supported employment committee meetings, assist with data collection, track employment outcomes and help employment specialists at the provider level set measurable goals for improved performance. The employee will coordinate site fidelity review and completion of fidelity reports as well as conduct follow-up activities such as assisting agencies with developing fidelity action plans for better implementation of the IPS approach. This position works with the Alabama Department of Mental Health (ADMH) and the Alabama Department of Rehabilitation Services (ADRS) to build consensus for evidence based supported employment throughout the state, plan for statewide implementation, and identify barriers and facilitators for IPS supported employment. This position will inform leadership and stakeholders of any recommendations for policies and practices needed for the promotion of employment as a tool in recovery.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of serious mental illness, the public mental health system, and mental health services. Knowledge of vocational rehabilitation system, programs, and services, experience with supported employment, job development, and job coaching for disabled populations. Ability to provide consultation and technical assistance. Knowledge of training/development principles, practices and techniques. Ability to provide excellent communication and interpersonal skills. Ability to establish/maintain effective working relationships with state level staff, service providers, stakeholders, the business community, and the general public. Ability to effectively interact with individuals with serious mental illness and their families. General understanding of evidence-based practices, recovery concepts, and peer support specialists. Knowledge of organizing and conducting statewide initiatives. Knowledge and experience with implementing grants. Knowledge of the method and process for successful organizational change for the purposes of transitioning individuals, teams, and organizations towards a desired goal. Ability to take initiative, work independently, identify and resolve problems, and overcome obstacles. Ability to travel frequently to project sites statewide and possibly occasional travel out of state. Ability to proficiently operate a personal computer to include Microsoft Word, Access, and Excel.

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: November 24, 2017