

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of community service agencies in relation to persons with developmental disabilities. Knowledge of human behaviors and clinical dynamics of developmental disabilities. Knowledge of the Department of Mental Health's Incident Prevention and Management System (IPMS). Ability to interpret and explain funding requirements and standards compliance to providers. Ability to establish and maintain positive relationships with clients, families, agency representatives, and the general public. Ability to provide guidance and support to consumers, families, and community providers. Ability to effectively intervene in crisis situations. Ability to provide training and technical assistance to service providers. Ability to communicate effectively both orally and in writing. Ability to organize, plan, and implement work in an independent manner. Skilled in the use of Microsoft Office.

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: April 12, 2013