



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
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KIMBERLY G. BOSWELL  
COMMISSIONER

### EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Mental Health Specialist I (Community Waiver Support Coordinator)      **OPEN DATE:** 9/30/2022  
**CLOSE DATE:** 10/21/2022

**JOB LOCATION:** **Administrative Base\***      **NUMBER:** 22-77  
Department of Mental Health      **JOB CODE:** A5000  
Region IV Community Services  
400 Interstate Park Drive, Suite 401  
Montgomery, AL 36109

*\* While the administrative base is in Montgomery, this position will work in the field. The position covers Elmore, Montgomery, and Houston Counties, with extensive travel to Houston County.*

#### SALARY

- Range 70 (\$36,876.00 - \$61,660.80 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

#### BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
  - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

#### MINIMUM QUALIFICATIONS

- Bachelor’s degree in a human services field.
- 24 months or more experience in providing, coordinating, or monitoring supports and/or services for individuals with disabilities.

**OR**

- 48 months or more programmatic experience with the Department of Mental Health.
- 24 months or more experience in providing, coordinating, or monitoring supports and/or services for individuals with disabilities.

*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 REQUIREMENTS**

- Must have a valid driver's license to operate a vehicle in the state of Alabama.
- Moderate daytime travel within Region IV and occasional overnight travel is required.

### **KIND OF WORK**

- Provides comprehensive social service care management for individuals with intellectual, developmental, or physical disabilities within Region IV.
- Provides, authorizes, arranges, coordinates, and monitors, supports and services provided to the individual while assuring the individual's health and safety in the most integrated environment.
- Contacts and coordinates with all care providers to maximize or maintain individual's health and ability to remain in the least restrictive community setting.
- Collaborates with providers and community agencies, i.e., Adult Protective Services, law enforcement agencies, residential providers, etc. that are needed to support individual outcomes in a safe, effective, and cost-effective manner while providing education and support; Attends court hearings as needed.
- Completes the initial comprehensive strength-based social assessment and identifies the individual's potential for health and safety concerns in the areas of employment or other economic conditions, living situation, community integration, instrumental activities of daily living, personal rights and responsibilities, transportation, mental health, vulnerable high-risk person (VHRM), caregiver stress, dementia, and general risk.
- Provides education and recommended activities/supports to mitigate risks as identified during the assessment, with consideration given to dignity of risk.
- Implements psycho-social related interventions as identified on the Person-Centered Plan.
- Assumes lead for staff regarding psycho-social related issues and intervenes when an assessed need is present, arranges needed supports, and provides oversight and follow-up.
- Monitors the effectiveness of the psycho-social related interventions through dynamic and fluid process that requires modification of the Person-Centered Plan as needed based on individual response to the interventions and the effectiveness of supported outcomes.
- Advocates for individual's welfare, and serves as a liaison between the individual, medical providers, families, and providers to support individual outcomes.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge about persons with vulnerabilities.
- Knowledge of community alternatives for serving the full range of long-term care resources.
- Knowledge of state and federal laws, rules, and regulations surrounding Mental Health, Medicare, Medicaid, Social Security, and HIPPA.
- Knowledge of Home and Community Based Waiver Services.
- Knowledge and professional understanding of ethics and boundaries.
- Ability to manage complex and challenging situations that arise as part of the person care process.
- Ability to proficiently analyze different models of assessment, prevention, intervention, evaluation, and documentation.
- Ability to independently access information and resources.
- Ability to act with discretion and maintain confidentiality in relationships with colleagues and management.
- Ability to share information and educate a variety of audiences, professional and paraprofessional.
- Ability to manage and prioritize multiple tasks to meet timelines.
- Ability to demonstrate appropriate conflict resolution skills.

- Ability to maintain high level of customer service, professionalism, and service-oriented relationship with various external and internal stakeholders.
- Ability to adapt to change and act as an agent of change.
- Ability to operate a computer and various software programs, as well as other office equipment.

#### **METHOD OF SELECTION**

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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**Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.