



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, AL 36130-1410
WWW.MH.ALABAMA.GOV



Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Mental Health Specialist III
(Program Manager) **OPEN DATE:** 11/22/2024
CLOSE DATE: 12/6/2024

JOB LOCATION: Department of Mental Health
RSA Union Building **NUMBER:** 24-69
100 North Union Street **JOB CODE:** A6500
Montgomery, AL 36104

SALARY

- Range 78 (\$55,375.20 - \$93,096.00 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

- Master’s degree in a human services field.
- 48 months or more experience in the development, provision, and/or monitoring of services for adults and families of adults who have substance use disorders.

OR

- 24 months current permanent status as a Mental Health Specialist II performing duties as indicated above.

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

- Coordinates and monitors an array of adult treatments funded by the ADMH Mental Health and Substance Use Services Division (MHSU).
- Conducts monitoring and compliance visits to ensure contract fidelity.
- Provides guidance to ensure maintenance of strategic planning efforts.
- Recommends corrective action or change of scope assessment, planning, capacity, implementation, and/or evaluation warrants.
- Establishes program goals and objectives.
- Assists in the design and development of adult treatment programs and services, including identifying target populations.
- Develops and implements training.
- Provides consultation and technical assistance to providers and others.
- Facilitates the implementation of goals and objectives for MHSU's annual plan for substance use treatment services specific to adults and their families.
- Conducts quality of care and contract compliance site visits at provider programs and prepares reports of findings.
- Reviews and analyzes provider program descriptions and staffing plans.
- Assists with the development of requests for proposals for adult treatment programs and the development of criteria for the awarding of grants.
- Makes presentations before advocacy, civic, and community organizations and providers.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of substance use disorders and evidence-based drug-free and medication-assisted treatment strategies and therapeutic techniques used in the treatment of adults and their families.
- Knowledge of the role of patient placement, continuing stay, and discharge criteria relative to substance use treatment.
- Knowledge of treatment program design, including treatment modalities and methodologies.
- Knowledge of evaluation and monitoring strategies and methodologies.
- Knowledge of federal and state laws, rules, regulations, and procedures pertaining to substance use treatment services for adults and their families.
- Knowledge of confidentiality, privacy, and other client rights issues.
- Knowledge of network services and organizations for the treatment of adults with substance use disorders in Alabama.
- Knowledge of certification, licensing, and accreditation standards and their application to adult substance use treatment services.
- Knowledge of the principles and practices of clinical documentation.
- Ability to develop and implement policies and procedures.
- Ability to develop short- and long-range plans.
- Ability to develop, organize, and conduct meetings, trainings, and workshops effectively.
- Ability to manage multiple projects simultaneously.
- Ability to express ideas clearly, both verbally and in writing.
- Ability to analyze business situations, rules, regulations, policies, and procedures, and formulate an effective course of action.
- Ability to supervise and evaluate the work of others.
- Ability to maintain accurate records and develop reports.
- Ability to use a personal computer, MS Office Software, and the internet.

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>

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.