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GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

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LYNN T. BESHEAR
COMMISSIONER

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

<u>JOB TITLE:</u>	Mental Health Specialist III (AOSTR Treatment/Recovery Support Services Mgr.)	<u>NUMBER:</u> 17-31
<u>JOB CODE:</u>	A6500	<u>DATE:</u> 08/11/17
<u>SALARY RANGE:</u>	78 (\$47,757.60-\$72,686.40)	<u>PCQ#:</u> 8812775
<u>JOB LOCATION:</u>	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, plus considerable experience (48 months or more) in the facilitation, planning, and monitoring of certified and/or accredited community-based substance abuse treatment services, **OR** current permanent status (24 months or more) as a Mental Health Specialist II with experience in the facilitation, planning, and monitoring of certified and/or accredited community-based substance abuse treatment services. **Preference will be given to individuals with experience in an administrative or supervisory capacity within a certified and/or accredited substance abuse treatment program.**

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 and have a good driving record.

KIND OF WORK: **This is a conditional appointment position funded by grant monies. Employment may be continued based on availability of funding.** This is responsible professional work facilitating, planning, and monitoring the delivery of treatment and recovery support services for opioid use disorders within the State of Alabama to fulfill the State Targeted Response (STR) services grant funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). Duties will include statewide oversight and assistance to providers relative to the provision of treatment and recovery support of opioid addiction; conducting monitoring and compliance visits to ensure contract fidelity; developing and implementing training and technical assistance; providing guidance to ensure maintenance of strategic planning efforts; assuring STR awarded providers fully understand the responsibilities of the grant as set forth by the department; and recommending corrective action or change of scope as assessment, planning, capacity, implementation and/or evaluation warrants. Other duties involve the planning, scheduling, and facilitation of compliance meetings with assigned program provider organizations; monitoring service and contract utilization in relation to the Alabama Opioid Strategic Targeted Response (AOSTR) funding, identifying concerns and best practices, and preparing designated reports of findings; review, analyze and maintain updated provider program descriptions and staffing plans

and make recommendations for modification or approval, as appropriate; assist in the design, development, and implementation of treatment and recovery support programs and services, including identifying target service populations, establishing program goals and objectives, and developing policies and procedures; provide consultation and technical assistance to providers and others relative to substance use disorders treatment and recovery support services, contract compliance, etc.; assist in the development of Alabama Department of Mental Health (ADMH) requests for proposals to obtain substance abuse treatment, recovery support and related services, and in the development of criteria for award of grants and contracts. Make presentations before advocacy, civic, community, and provider organizations to disseminate information on treatment of substance use disorders, inform them of ADMH programs and services, enlist cooperation in specified initiatives, etc. Assist in the development and implementation of goals and objectives relative to the Mental Health and Substance Abuse Services (MHSAS) Division's annual priorities for substance abuse treatment and recovery support services; compose correspondence as necessary for areas of responsibility, serve on or chair committees as directed by the supervisor, and assist the AOSTR Project Director as warranted.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of opioid use disorders and related evidence-based treatment and recovery support strategies. Considerable knowledge of the role of patient placement, continuing stay, and discharge criteria relative to treatment of substance use disorders. Considerable knowledge of treatment program design, including treatment modalities and methodologies, along with evaluation and monitoring strategies and methodologies. Considerable knowledge of certification, licensing and accreditation standards, and their application to adult substance abuse treatment services. Considerable knowledge of the principles and practices of clinical documentation. Knowledge of federal and state laws, rules, regulations, and procedures pertaining to substance abuse treatment and recovery support services, including confidentiality, privacy, and other client rights issues. Ability to develop and implement policies and procedures specific to the delivery of substance abuse treatment and recovery support services. Ability to effectively interact with individuals with substance use disorders and their families. Ability to establish/maintain effective working relationships with state level staff, service providers, stakeholders, and the general public. Knowledge of the method and process for successful organizational change for the purposes of transitioning individuals, teams, and organizations towards a desired goal. Knowledge and experience with implementing grants. Knowledge of and ability to develop plans for program development consistent with recognized evidence-based/best practices and recovery concepts. Ability to develop short- and long-range plans. Ability to develop, organize, and conduct meetings, trainings and workshops effectively. Ability to provide consultation and technical assistance. Ability to take initiative, work independently, identify and resolve problems. Ability to express ideas clearly, both orally and in writing. Must have knowledge and experience in using a personal computer and related software programs. Ability to work flexible hours, including before and after established work hours.

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 individuals.

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: Until Filled