



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

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



LYNN T. BESHEAR
COMMISSIONER

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

JOB TITLE: Community Transition Specialist
(Employment Option) **NUMBER:** 17-07

JOB CODE: T1500 (EO) **DATE:** 9/8/2017

SALARY RANGE: 69 (\$32,287.20 - \$48,924.00) **PCQ#:** 8846193

JOB LOCATION: Department of Mental Health
Region III Community Services
3280 Dauphin Street Building B, Suite 100
Mobile, AL 36606

NOTE: You must submit a separate application for each vacancy based on the respective location. Each application must include the job title and announcement number.

MINIMUM QUALIFICATIONS: Bachelor's degree in a human services field, Business Administration, or Public Administration, with experience (24 months or more) promoting and providing employment for individuals with intellectual and developmental (I/DD) disabilities within a community setting.

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: This is professional and administrative work within a specialized program designed to provide adequate employment services for individuals with ID who are participants on Home- and Community-Based Waiver Services, which includes employment, as identified by the Centers for Medicare and Medicaid Services. An employee in this class will be responsible for providing available employment resources within Region III. The employee will provides outreach within an assigned area of provider agencies, case management agencies and waiver recipients to support employment initiatives that result in integrated, competitive employment. The employee will provide technical assistance and training to provider agencies, case management agencies, regional office staff and others as needed on relevant employment related issues, policies, procedures and initiatives. Other duties include serving as the ADMH liaison to local rehabilitation offices within the in Region III service area; support to regional

Community Work Incentive Coordinators for necessary benefits, planning and reporting; attend annual participant planning meetings as required to support employment goals; support provider agencies in the collection and reporting of monthly employment data. Duties require constant contact with officials in the state mental health system, other agencies, employment entities and the general public. General supervision is received from an administrative supervisor who reviews program results and is available on matters of policy.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of human services systems of service delivery; Knowledge of Medicare/Medicaid generally and its home and community-based services programs, particularly; Knowledge of collaboration and working with multiple service agencies in providing services to people with disabilities; Knowledge and experience providing employment services integrated in a community setting; Ability to make strong appropriate judgments and decisions with professional etiquette; Knowledge and application of HIPAA and other rules and standards of confidentiality; Ability to plan, organize, and prioritize work activities; Ability to communicate effectively, both orally and in writing; Self-driven with the ability to recognize improvement on processes and take initiative to execute changes; Ability to establish and maintain contact with high level officials and various other public and private agencies and organizations; Ability to demonstrate leadership, interpersonal skills and successfully motivate teams in a positive manner; Focused attention to detail, well organized and demonstrated ability to prioritize multiple-tasks, achieve desired results and adapt favorably to changing priorities; Ability to interact and collaborate professionally with a diverse range of customers, including people with disabilities, other governmental agencies and private providers, agency staff and stakeholders individually, and as part of a team; Proficiency in Windows OS, MS Word, MS Excel, MS Outlook, MS Internet Explorer or equivalent software, MS Publisher and MS PowerPoint; Ability to travel in-state during the day, overnight and occasionally on weekends.

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