



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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LYNN T. BESHEAR
COMMISSIONER

**REVISED
EMPLOYMENT OPPORTUNITY**

JOB TITLE: Mental Health Specialist V
(Director, Pathways to Full Citizenship Program) **NUMBER:** 19-21

JOB CODE: A6700 **DATE:** 08/30/2019

SALARY RANGE: 85 (\$78,247.20 - \$119,220.00) **PCQ#:** 8812777

JOB LOCATION: 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, Business Administration, or Public Administration.
- 72 months or more experience in developing and interpreting policy or procedural requirements, which may include program or grant management for a state I/DD agency or state/federal Medicaid agency.
- 48 months or more experience in an administrative or supervisory capacity.
- *Preference may be given to applicants with experience directly related to Home and Community-Based Services (HCBS).*

Human Service 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:

- Ability to work flexible hours, including before and after the established work hours.
- Ability to travel within the state of Alabama, that may include overnight stay and possible out-of-state travel.

KIND OF WORK:

- Provides overall management and direction for the Pathways to Full Citizenship program.
- Works with the Associate Commissioner for DD and senior staff, ADMH staff, Medicaid agency staff, key consultants, and stakeholders in setting the vision and priorities of the program, shaping policy and practice among contracted case management, and service provider agencies.

Serve • Empower • Support

- Plans, organizes, develops, and implements the 1115 demonstration waiver program to provide HCBS Settings Rule-compliant community services to individuals with I/DD by developing and ensuring adherence to federal and state regulations, policies, procedures, and protocols.
- Develops and administers annual budget requests for the 1115 demonstration waiver.
- Develops reimbursement rate methodologies and rates in collaboration with DD's fiscal staff, ADMH budget staff, and Alabama Medicaid.
- Prepares and maintains required records and reports requested by Alabama Medicaid, CMS, the Alabama Legislature, Governor's office, as well as other entities directed by the Associate Commissioner for DD.
- Prepares 1115 demonstration waiver amendments, applications for renewal, and other quality and evaluation reports to CMS.
- Collaborates with governmental agencies in the planning and development of the 1115 demonstration waiver program and its service delivery systems, including case management and direct service provider network.
- Works closely with Alabama Medicaid to ensure all required CMS reporting is timely and completed accurately.
- Provides documentation that the 1115 waiver program is achieving intended outcomes and that case management and service providers are meeting program requirements.
- Collaborates with audit staff in conducting audit functions related to the 1115 demonstration program in monitoring case management and direct service provider contracts, to monitor program outcomes, as well as utilize results to for program improvements and overall management of contracted providers.
- Manages relevant portions of the Fiscal Employer Agent contract(s), including communication with contractors, review of contract deliverables, and activities related to contract management, to ensure intended outcomes are meeting program expectations.
- Provides technical assistance to contractors regarding the 1115 waiver demonstration.
- Conducts regular review of program rules and regulations, make recommendations for changes/improvements, research practices in other states, and maintain expertise in national best practices related to Long Term Service and Support (LTSS)/HCBS programs for individuals with I/DD.
- Provides supervision, oversight, and guidance to the Provider Network Manager and other assigned staff.
- Serves as ADMH and DD representative in collaboration and engagement with external stakeholders.
- Facilitates and maintains contact with stakeholder groups, including facilitating regularly scheduled meetings.
- Conducts and participates in presentations and trainings.
- Participates in other special projects as assigned by the Associate Commissioner for DD.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the mental health and I/DD service delivery system.
- Knowledge of Medicaid Home and Community-Based services for persons with I/DD, including case management and effective/cost-effective provider service delivery models.

- Knowledge of federal and state laws, rules, regulations, and procedures pertaining to I/DD treatment services to include confidentiality, privacy and other client right issues.
- Knowledge of evaluation and monitoring strategies and methodologies.
- Knowledge of funding systems at the federal, state, and local levels.
- Knowledge of contract management.
- Knowledge of and experience in working in/or with Medicaid or disability-related programs, including service providers.
- Knowledge of and experience in supporting persons with I/DD, person-centered practices, community inclusion, integrated employment, supported living, and self-directed services.
- Ability to maintain a strong work ethic, be self-motivated, and work well with teams.
- Ability to maintain accurate records and develop reports.
- Ability to supervise and evaluate the work of others.
- Ability to communicate effectively verbally and in writing, including ability to develop and implement policies, procedures, and guidance documents.
- Ability to effectively develop, organize, and conduct meetings, trainings, and workshops.
- Ability to manage and prioritize multiple projects, while meeting timeframes/deadlines.
- Ability to provide training and technical assistance.
- Ability to establish and maintain effective working relationships with colleagues, individuals and their families, high-level staff, stakeholders, service providers, agencies, organizations, other state level staff, committees, and the public.
- 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 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. 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.

DEADLINE: Until Filled

EQUAL OPPORTUNITY EMPLOYER

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