



Kay Ivey  
Governor

STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH  
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Kimberly G. Boswell  
Commissioner

### EMPLOYMENT OPPORTUNITY - REVISED

**JOB TITLE:** Certified Peer Specialist II  
(Mental Illness Peer Specialist) **OPEN DATE:** 09/01/2023  
**CLOSE DATE:** Until Filled

**JOB LOCATION:** Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, Alabama 36130 **NUMBER:** 23-32  
**JOB CODE:** R1600

#### SALARY

- Range 70 (\$37,612.80- \$62,894.40 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.
- 24 months or more or more paid work experience.
- Must have personally experienced a mental illness and be in recovery and willing to self-identify as a person with mental illness in public.

#### NOTES

- Experience working as a Certified Peer Specialist with the department, an agency certified or contracted by the department, or in a similar setting may substitute for the degree requirement on a year-for-year basis. (This experience must be in addition to the two-year work experience requirement as stated above.)

#### SPECIAL REQUIREMENTS

- The individual who is employed in this position must have been a consumer of mental illness. **The application must include documentation that supports receiving mental illness services.**
- Must possess current certification by having successfully completed the **Certified Peer Specialist Training** through the Department of Mental Health.
- Must attend quarterly continuing education training and must maintain current certification.



## **KIND OF WORK**

- Assists the Director in monitoring the office budget, processing contracts, invoices, and travel for non-state employees.
- Oversees the office activities in the absence of the Director.
- Assists in coordinating the Alabama Certified Peer Specialist training programs and the Annual Alabama Institute for Recovery Conference.
- Provides support for the day-to-day operation of the office.
- Serves as the peer lead for the department and office in working with contractors as subject matter experts.
- Provides technical assistance to various consumer-operated and peer programs.
- Assists the Director in coordinating the ADMH Certified Peer Specialist Training programs and continuing education training.
- Creates, monitors, evaluates, edits, and approves new Certified Peer Specialist training.
- Provides education and information on Recovery, Peer Support, and living with MI.
- Assists in publishing the office newsletter, Listen, and other office publications.
- Assists in the planning, organizing, and implementation of various conferences, meetings, and workgroups.

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

- Knowledge of the mental health delivery system in Alabama.
- Knowledge of budgets, contracts, and accounting.
- Ability to plan, organize, and prioritize work activities.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work effectively with a variety of professionals, advocates, family members, and consumers.
- Ability to operate a personal computer and working knowledge of Microsoft Office products.
- Ability to coordinate and facilitate meetings.
- Ability to make presentations and provide training.

## **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.