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Governor

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

## EMPLOYMENT OPPORTUNITY

<b>JOB TITLE:</b>	Mental Health Specialist III (Certification Site Surveyor)	<b>OPEN DATE:</b>	02/16/2024
		<b>CLOSE DATE:</b>	03/29/2024
<b>JOB LOCATION:</b>	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36104	<b>NUMBER:</b>	24-05
		<b>JOB CODE:</b>	A6500

### SALARY

- Range 78 (\$54,290.40 - \$91,269.60 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 a community mental health program certified by the Department or Joint Commission, or experience in the provision of services for individuals 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**

- Conducts certification site visits and monitors compliance for ADMH certified Mental Health, Substance Use, Prevention, and Certified Community Behavioral Health Clinics (CCBHC) providers. Conducts recipient interviews at residential programs during site visits.
- Acts as a team lead and develops the site visit schedule with each certification team member's assigned duties.
- Acts as a team lead and manages the site visit and review process during site visits.
- Provides technical assistance to certified providers when requested by provider and approved by MHSU Director of Certification.
- Identifies areas of noncompliance per Administrative Code, and state and federal requirements in a written site visit report.
- Articulates areas of noncompliance at the site review exit session.
- Review new and existing provider applications, policies/procedures, and scores utilizing appropriate score sheets to determine compliance with Administrative Code, and state and federal requirements.
- Reviews new provider packets and makes recommendations for acceptance or denial of packets to the MHSU Director of Certification.
- Review Plan of Actions and make recommendations for acceptance or denial of agency's plan of action to the MHSU Director of Certification.

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

- Knowledge of federal and state laws, rules, regulations, and procedures pertaining to mental health treatment services, substance use treatment services, prevention services, Certified Community Behavioral Health Clinics for adults, children, adolescents, and their families.
- Knowledge of certification, licensing, and accreditation standards and their application to mental health services, substance use treatment services, prevention services, and CCBHCs.
- Knowledge of confidentiality, privacy, and other client rights issues per federal and state laws, rules, regulations, and procedures pertaining to mental health services, substance use services, prevention services, and CCBHC services.
- Knowledge of ADMH MHSU Administrative Code for mental health services, substance use services, prevention services, and state and federal requirements for CCBHC services and certification.
- Knowledge of the continuum of care for persons with serious mental illness, serious emotional disturbance, levels of care for substance use disorders, and co-occurring disorders, prevention strategies, and CCBHC services.
- Knowledge of evidenced-based, best practice treatment and prevention strategies and therapeutic techniques used in the treatment of individuals with mental illness and/or substance use disorders.
- Knowledge of the principles of clinical documentation, treatment program design, and evaluation and monitoring of treatment modalities and methodologies.
- Ability to work as a team member with professionals within and outside ADMH.
- Ability to demonstrate a professional demeanor and portray the certification team role as a positive and supportive process.
- Ability to develop, organize, and conduct meetings, trainings, and workshops effectively.
- Ability to express ideas clearly, both verbally and in writing.
- Ability to maintain accurate records and develop reports to include ability to aggregate and combine information from multiple sources to produce reports.
- Ability to use a personal computer, MS Office Software, SharePoint, TEAMS, 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.