



Kay Ivey
Governor

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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Kimberly G. Boswell
Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Mental Health Specialist IV
(CCBHC Project Director)

OPEN DATE: 06/27/2025
CLOSE DATE: 07/11/2025

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, Alabama 36130

NUMBER: 25-25
JOB CODE: A6600

SALARY

- Range 82 (\$69,012.00- \$116,179.20 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 13 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 Business Administration, Public Administration, or in a human services field.
- 60 months or more experience in the development, provision, and/or monitoring of intervention, prevention, and/or treatment services for individuals with mental illness and/or substance use needs, including...
- 24 months or more experience in an administrative or supervisory capacity.

OR

- 24 months current permanent status as a Mental Health Specialist III performing duties as indicated above, including...
- 24 months or more experience in an administrative or supervisory capacity.

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

- Represents ADMH in a positive manner as the CCBHC State Project Director.
- Reviews, analyzes, and maintains updated provider program descriptions to both internal and external stakeholders.
- Assists in the design, development, and implementation of clinical programs and services, including identifying populations of focus, establishing program goals and objectives, and developing policies and procedures.
- Participates in ADMH certification reviews of CCBHC code regulations.
- Provides consultation and technical assistance to stakeholders.
- Prepares comprehensive reports regarding CCBHC outcomes.
- Supervises the CCBHC staff team and ensures weekly staff meetings are held in a meaningful way.
- Monitors service and contract utilization in relation to ADMH funding, identify concerns and best practices during utilization reviews, and prepare designated reports of findings.
- Presents to stakeholder groups on CCHBC and efforts toward implementation as requested.
- Develops relationships with other state agencies and groups who are important to CCBHC and are integral to the success of CCBHC.
- Other duties as assigned by the Associate Commissioner.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of network services and organizations for the treatment of individuals with mental illness or substance use disorders in Alabama.
- Knowledge of mental health and substance use system staffing and service delivery.
- Knowledge of funding systems at the federal, state, and local level, particularly Medicaid funding
- Knowledge of the use outcome and quality measures including the use of such measures to assess program effectiveness.
- Knowledge and understanding of budget planning and monitoring and contract development and implementation.
- Ability to supervise and evaluate the work of others.
- Ability to organize workflow, plan management strategies, and establish priorities
- Ability to analyze business situations, rules, regulations, policies, and procedures, and formulate an effective course of action.
- Ability to establish and maintain effective working relationships with state-level staff, community providers, stakeholders, and the public.
- Ability to provide consultation and technical assistance to providers and stakeholders

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.