



**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge and understanding of rights issues and concerns of persons with serious mental illness, intellectual disability, or substance use disorder.
- Knowledge of ADMH services, as well as other health and human/social services which impact the lives of persons with serious mental illness, intellectual disability, and/or substance use disorder.
- Ability to work with culturally diverse groups of people, including consumers/clients, families and professionals.
- Ability to analyze complex data and interpret complex policies and standards pertaining to clients/consumers' rights.
- Ability to effectively communicate both in writing and verbally, to include public speaking.
- Ability to plan, organize, and prioritize work activities.
- Ability to review information and recommend appropriate action.
- Knowledge and experience in using a personal computer and related software programs.

**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](http://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: April 5, 2019**

**EQUAL OPPORTUNITY EMPLOYER**

Click Here to Apply:  
<https://tinyurl.com/y2pxr4sr>