



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
100 NORTH UNION STREET  
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MONTGOMERY, ALABAMA 36130-1410  
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LYNN T. BESHEAR  
COMMISSIONER

**EMPLOYMENT OPPORTUNITY - RE-ANNOUNCEMENT**

**JOB TITLE:** Mental Health Specialist II  
(Autism Spectrum Disorder Intensive  
Care Coordinator) **NUMBER:** 19-39

**JOB CODE:** A6000 **DATE:** 11/22/2019

**SALARY RANGE:** 74 (\$41,277.60 - \$62,529.60) **PCQ#s:** 8846224

**JOB LOCATION:** **Administrative Base:** **Work Location:**  
Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, Alabama 36130  
Autism Services Region III  
Mobile, Alabama

**MINIMUM QUALIFICATIONS:**

- Master's degree in a human services field.
- 24 months or more experience in the provision of services for individuals with intellectual or developmental disabilities (ID/D) including services for individuals with Autism Spectrum Disorder (ASD).

**OR**

- Bachelor's degree in a human services field.
- 48 months or more experience as indicated above.

*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 REQUIREMENT:**

- Ability to work flexible hours, including before and after the established work hours.
- Ability to accommodate schedule for travel, including occasional overnight travel.

**KIND OF WORK:**

- Works with children/youth diagnosed with ASD and their families; and coordinates a child/youth and family team according to ADMH requirements.
- Prepares and monitors individual care plans.

- Ensures appropriate services help meet all the child's/youth's individual behavioral health needs by identifying, coordinating, and monitoring the array of supports and staff that allows them to remain in his or her home and community.
- Assists eligible individuals in gaining access to needed medical, social, therapeutic, educational, and other services.
- Initiates and guides service interventions.
- Provides linkages for services and supports through face-to-face contact, phone calls, and/or electronic communication with the child/youth, their families, and providers.
- Attends and/or presents trainings and informational sessions as directed by supervisor.
- Work is performed on an independent basis with general supervision.

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

- Knowledge of child/youth development and best practices in the field of ID/D, to include ASD.
- Knowledge and understanding of ID/D and ASD issues across the lifespan of the individual.
- Knowledge of state government and non-governmental agencies that provide services to individuals with ID/D, including ASD.
- Knowledge and understanding of state and federal rules, regulations, and initiatives regarding individuals with ID/D, including ASD.
- Knowledge of federal and state laws, rules, regulations and procedures pertaining to recipient services to include confidentiality, privacy and other recipient rights issues.
- Knowledge of screening tools, diagnosis, and treatment related to child/youth with ID/D, to include ASD.
- Knowledge of public and private insurance.
- Ability to effectively collaborate, negotiate, and resolve conflict with stakeholders.
- Ability to interact with consumers and families and advocate for their needs.
- Ability to express ideas clearly, both verbally and in writing.
- Ability to plan, organize, and prioritize work activities.
- Ability to maintain accurate records and develop reports.
- Ability to use personal computer/data entry systems, MS Office Software, and the internet.
- Ability to establish and maintain effective working relationships and collaborate with employees, families, outside agencies/providers, and the public.

**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.

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Intensive Care Coordinator)  
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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: December 20, 2019**

**EQUAL OPPORTUNITY EMPLOYER**

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