



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL
COMMISSIONER

EMPLOYMENT OPPORTUNITY

JOB TITLE: Mental Health Specialist II
(Autism Spectrum Disorder Intensive
Care Coordinator) **NUMBER:** 21-29

JOB CODE: A6000 **DATE:** June 11, 2021

SALARY RANGE: 74 (\$41,277.60 - \$62,529.60) **PCQ#:** 8846253

JOB LOCATION: Autism Services Region III
3280 Dauphin Street - Building B, Suite 100
Mobile, AL 36606

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 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:

- Provides In-Home Care Coordination Services for children and youth with Autism Spectrum Disorder (ASD) or Co-Occurring Autism Spectrum Disorder.
- Coordinates a child/youth and family team.
- Works directly with ASD children/youth and their families.
- Prepares and monitors an individual care plan in accordance to DMH requirements.
- Ensures child/youth individual behavioral health needs are met.
- Identifies, coordinates, and monitors the array of supports and staff that allow the child/youth to remain in his or home in the community.
- Assists eligible individuals in gaining access to needed medical, social, therapeutic, educational, and other services.
- Initiates and guides service interventions according to DMH requirements.
- Provides linkages for services and supports through face to face contact, phone calls, or electronic communication with the child/youth, their family, and providers.
- Attends or delivers trainings and informational sessions as directed by supervisor.

- Provides case management/intensive care coordination to ASD Service recipients and their families.
- Assesses the needs of the family and makes decisions on how to aid the family in receiving services to meet those needs.

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 our website at www.mh.alabama.gov. **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.

DEADLINE: (June 25, 2021)

EQUAL OPPORTUNITY EMPLOYER

Click Here to Apply:
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>