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

Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Mental Health Specialist II (Autism Spectrum Disorder Intensive Care Coordinator)

OPEN DATE: 4/7/2023
CLOSE DATE: 4/21/2023

JOB LOCATION: Department of Mental Health
Autism Services Region IV
RSA Union Building
Montgomery, Alabama 36130

NUMBER: 23-24
JOB CODE: A6000

SALARY

- Range 74 ($43,788.00 - $73,209.60 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.
- 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.
- Provides case management/intensive care coordination to ASD Service recipients and their families.
- 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 with 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.
- 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, including 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 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.

EQUAL OPPORTUNITY EMPLOYER