



STATE OF ALABAMA  
 DEPARTMENT OF MENTAL HEALTH  
 RSA UNION BUILDING  
 100 NORTH UNION STREET  
 POST OFFICE BOX 301410  
 MONTGOMERY, ALABAMA 36130-1410  
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Kay Ivey  
 Governor

Kimberly G. Boswell  
 Commissioner

**EMPLOYMENT OPPORTUNITY- REVISED REANNOUNCEMENT**

**JOB TITLE:** Mental Health Specialist II (Autism Training & Enrollment Specialist) **OPEN DATE:** 03/14/2025  
**CLOSE DATE:** 04/11/2025

**JOB LOCATION:** **Administrative Base\*** **NUMBER:** 25-02  
 Department of Mental Health **JOB CODE:** A6000  
 Autism Services Region IV  
 RSA Union Building  
 Montgomery, Alabama 36130  
 \*Location to be determined - Will be housed at one of our current locations in Montgomery, Huntsville, or Birmingham.

**SALARY**

- Range 74 (\$45,556.80 - \$76,166.40 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 involving employee training and development in a community, Intellectual/ Developmental Disability (ID/D), or mental health setting.

**OR**

- Bachelor’s degree in a human services field.
- 48 months experience performing duties 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**

- Ensures service providers are meeting and maintaining all required training and documentation.
- Maintains responsibility for training service providers on service-specific rules and regulations.
- Provides In-Home Care Coordination Services for children and youth with Autism Spectrum Disorder (ASD) or Co-Occurring Autism Spectrum Disorder.
- Coordinates training and enrollment for Autism Services providers, collateral staff, and agencies.
- Develops and delivers in-person trainings to Autism Services providers regarding the service areas of: Intensive Care Coordination, In-Home Therapy, Behavior Support, Peer Support, Therapeutic Mentoring, Psychoeducational Services, and other topics as needed.
- Works cooperatively with ADMH Staff Development office to identify appropriate Autism Services learning content.
- Provides subject-matter expertise for developing, testing, and implementing online training that supports ADMH Autism Services provider learning objectives.
- Communicates requirements and monitors successful completion of provider trainings to ensure records are kept up-to-date and providers are notified of eligibility to deliver services.
- Ensures that provider documentation has been received and on file with ADMH.
- Maintains/Monitors the Training Management System so that providers' records are current upon review by quality/ monitoring staff.
- Verifies qualifications of providers to deliver autism services for ADMH.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of Alabama's ID/D or mental health service delivery systems.
- Knowledge of systems that serve persons with Autism Spectrum Disorder (ASD).
- 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 principles, practices, and techniques of provider training and development.
- Knowledge of basic components of curriculum design and written learning objectives.
- Knowledge of technology used in developing online learning (eLearning).
- Ability to conduct trainings in a group setting.
- Ability to analyze and evaluate situations.
- Ability to communicate effectively with diverse audiences, both orally and in writing.
- Ability to proofread and correct the written work of others.
- Ability to plan, organize, and prioritize work activities.
- Ability to work independently and as part of a team.
- Ability to plan, organize, and coordinate training programs.
- Ability to establish and maintain effective working relationships and collaborate with employees, outside agencies/providers, and the public to gather information and facilitate training/ education.
- Ability to use a personal computer, MS Office Software, presentation equipment, and the internet.

## **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:  
<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.