



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
 (Early Intervention) **OPEN DATE:** 10/11/2024
CLOSE DATE: Until Filled

JOB LOCATION: **Administrative Base***
 RSA Union Building
 100 North Union Street
 Montgomery, AL 36130-1410
**Location to be determined - Will be housed at one of our current locations in
 Birmingham or Huntsville, Alabama.* **NUMBER:** 24-51
JOB CODE: A6000

SALARY

- Range 74 (\$45,556.80 - \$76,166.40 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 13 paid holidays.
- 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 field of Early Intervention with infants/toddlers with disabilities and/or developmental delays and their families.

OR

- Bachelor’s degree in a human services field.
- 48 months experience in the field of Early Intervention with infants/toddlers with disabilities and/or developmental delays and their families.

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.

NECESSARY SPECIAL REQUIREMENTS

- Must have a valid driver's license to operate a vehicle in the State of Alabama.



KIND OF WORK

- Monitors positions funded through EL Medicaid Administration and required by the State of Alabama Early Intervention system.
- Develops, updates, and provides required Medicaid training for service coordinator certification in TCM.
- Provides annual and as-needed on-site review of TCM notes and billing.
- Develops reports to aid in monitoring TCM billing.
- Provides technical assistance to providers related to TCM.
- Participates in scheduled on-site Provider Appraisal Reviews (PARs) and Technical Assistance visits (TAs) as needed.
- Provides guidance, technical assistance, or training to ADMH EI providers on issues identified through PARs, TAs, and other communications/reviews.
- Ensures fiscal and programmatic compliance with federal and state EI standards/regulations.
- Assists ADMH EI provider payment by receiving, reviewing, and approving monthly verification/invoices.
- Communicates with providers and ADMH finance personnel regarding overages, errors, and/or missing information on reports.
- Represents the Early Intervention at early childhood meetings, conferences, committees, trainings, workshops, and other professional development activities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge working in Alabama's Early Intervention System.
- Knowledge of IDEA Part C policies and procedures, transition to preschool or other community service, and specific disability areas.
- Knowledge of Medicaid targeted case management funding and services.
- Knowledge of local, state, and federal organizations, and advocacy groups for the young child with developmental delays.
- Knowledge of pertinent state and federal laws, rules, and regulations relative to early intervention.
- Knowledge of trends in EI program area.
- Knowledge of other departmental programs and services and interrelationships between programs.
- Ability to formulate and express ideas and work with others to accept efficient methods of instruction.
- Ability to plan, organize, and direct programs.
- Ability to intervene on behalf of the young child with a developmental delay, the family, and community providers based on the requirements of IDEA, Part C, transition activities, and requirements.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with departmental personnel, service providers, and other state agency personnel in carrying out Early Intervention programs.

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.