



Kay Ivey  
Governor

STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH  
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Kimberly G. Boswell  
Commissioner

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Support Coordinator Senior

**OPEN DATE:** 03/01/2024

**CLOSE DATE:** Until Filled

**JOB LOCATION:** Department of Mental Health  
Region III Community Services  
3280 Dauphin Street, Bldg. B, Suite 100  
Mobile, Alabama 36606

**NUMBER:** 24-09

**JOB CODE:** T3200

### SALARY

- Range 74 (\$44,664.00 - \$74,673.60 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 case management services to individuals with intellectual and/or developmental disabilities.

#### OR

- Bachelor's degree in a human services field.
- 48 months or more 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.*

### SPECIAL REQUIREMENTS

- Must have a valid driver's license to operate a vehicle in the state of Alabama.
- Moderate daytime travel within Region III and occasional overnight travel is required.



## **KIND OF WORK**

- Performs assessments to determine supports needed for persons interested in self-directed services.
- Provides case management services to individuals with intellectual and/or developmental disabilities.
- Serves as team leader for the Interdisciplinary Team.
- Assists persons identified as having behavioral concerns requiring behavioral support plans and special-level staffing.
- Ensures that behavioral support plans are updated and reflect an individual's current level of need and submits requests for special-level staffing.
- Ensures effective and timely communication with the individuals and their families.
- Provides technical assistance to department staff and/or community providers involved with service delivery.
- Advocates for individual's welfare, serving as a liaison between the individual, medical providers, families, and providers to support individual outcomes.
- Educates person/family members about guardianship or coordinating guardianship procedures for adult individuals when a need is identified.
- Provides support coordination with a person-centered perspective and process.

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

- Knowledge of intellectual and/or developmental disabilities, including a good understanding of the clinical dynamics of persons with ID/D.
- Knowledge of state and federal laws, rules, and regulations surrounding Mental Health, Medicare, Medicaid, Social Security, and HIPPA.
- Knowledge of Home and Community-Based Waiver services.
- Knowledge of person-centered planning practices, processes, and assessment tools.
- Knowledge and professional understanding of ethics and boundaries.
- Ability to manage complex and challenging situations.
- Ability to proficiently analyze information and provide recommendations.
- Ability to independently access information and resources.
- Ability to interpret standards, policies, and regulations.
- Ability to demonstrate conflict resolution skills.
- Ability to manage and prioritize multiple tasks and deadlines.
- Ability to establish and maintain positive relationships with individuals, families, agency representatives, and the general public.
- Ability to adapt to change and act as an agent of change.
- Ability to communicate effectively, both verbally and in writing.
- Assist with providing technical assistance to department staff and/or community providers involved with service delivery.
- Ability to work independently or as part of a team.

## **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.