



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
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LYNN T. BESHEAR  
COMMISSIONER

**EMPLOYMENT OPPORTUNITY**

**JOB TITLE:** Community Services Specialist II **NUMBER:** 20-54  
**JOB CODE:** T2000 **DATE:** October 23, 2020  
**SALARY RANGE:** 69 (\$33,921.60 - \$51,400.80) **PCQ#:** 8808897  
**JOB LOCATION:** Department of Mental Health  
Region II Community Services  
1305 James I. Harrison Jr. Parkway  
Tuscaloosa, AL 35403

**MINIMUM QUALIFICATIONS:**

- Master’s degree in Social Work, Psychology, or a human services field.
- OR**
- Bachelor’s degree in Social Work, Psychology, or a human services field.
  - 24 months or more experience working specifically with persons with intellectual and/or developmental disabilities.
- OR**
- Bachelor’s degree in Social Work, Psychology, or a human services field.
  - 48 months or more experience in a human services field.

*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 and have a good driving record.

**KIND OF WORK:**

- This is a professional position responsible for monitoring residential and/or day programs to assure compliance with all applicable standards.
- The employee in this position will be responsible for completing/writing monitoring reports.
- The employee in this position will be responsible for providing consultation and technical assistance to residential and/or day programs
- Conduct investigations on serious incidents as assigned by CSD or designee.
- The employee in this position may perform other special projects and assignments as required by the Regional Community Service Director.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of community service agencies in relation to persons with intellectual disabilities.
- Knowledge of human behaviors and clinical dynamics of the intellectually disabled as well as persons with developmental disabilities.
- Ability to interpret and explain funding requirements and standards compliance to providers.
- Ability to establish and maintain positive relationships with clients, families, agency representatives, and the general public.
- Ability to provide guidance and support to clients, families, and community providers.
- Ability to effectively intervene in crisis situations.
- Ability to provide training and technical assistance to service providers.
- Ability to communicate effectively both verbally and in writing.
- Ability to conduct investigations.
- Ability to organize, plan, and implement work in an independent manner.
- Skilled in the use of Microsoft Office.

**METHOD OF SELECTION:** Applicants will be rated on the basis of 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](http://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: November 6, 2020**

**EQUAL OPPORTUNITY EMPLOYER**

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