



STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH

RSA UNION BUILDING  
100 NORTH UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, AL 36130-1410  
WWW.MH.ALABAMA.GOV



Kay Ivey  
Governor

Kimberly G. Boswell  
Commissioner

**EMPLOYMENT OPPORTUNITY**

**JOB TITLE:** Community Services Specialist III

**OPEN DATE:** 6/28/2024

**CLOSE DATE:** 7/26/2024

**JOB LOCATION:** Department of Mental Health  
Region IV Community Services  
400 Interstate Park Drive  
Montgomery, AL 36109

**NUMBER:** 24-38  
**JOB CODE:** T3000

**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 Social Work, Psychology, or a human services field.
  - 24 months or more experience in a human services field.
- OR**
- Bachelor’s degree in Social Work, Psychology, or a human services field.
  - 48 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.
  - 72 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**

- Monitors residential, day, and hourly services monitoring throughout the Region.
- Reviews monitoring reports to ensure service provider follow-up to corrective actions as indicated and updates monitoring assignments as needed.
- Assists with maintenance of the Regional Community Services' data systems and updates as necessary.
- Assists as needed with the Wait List.
- Provides training, technical assistance, or consultation to regional service providers and case management agencies upon request or assessment of need.
- Attends person-centered planning meetings and special team meetings.
- Serves as Regional Community Services liaison between families, mental health service providers, school systems, and other agencies in support of provision of appropriate services.
- Composes documents, reports, and correspondence related to provision of services to supported individuals as evidenced by review.
- Updates information and completes special projects or assignments.
- Promotes the department's mission, initiatives, and CSD's directives by exhibiting leadership qualities that create an environment of professionalism, creditability, trust, transparency, and support internally, among all department staff and externally among all stakeholders.

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

- Knowledge of state, local, and federal funding sources and regulations.
- Knowledge of the inner workings, functions, and responsibilities of a regional community service system and regional office.
- Knowledge of human behaviors and clinical dynamics of the intellectually disabled as well as persons with developmental disabilities.
- Knowledge of community service agencies in relation to persons with intellectual disabilities.
- Skilled in the use of Microsoft Office software programs.
- Ability to prioritize, multi-task, and manage workload to meet specific timeframes and deadlines.
- Ability to interpret and explain funding requirements and standards compliance to providers.
- Ability to establish a positive relationship 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 develop/implement training programs and provide technical assistance to service providers.
- Ability to communicate effectively both verbally and in writing.
- Ability to conduct investigations.
- Ability to work flexible hours, including before and after the established work hours.
- Ability to serve on-call on a rotating schedule for nights, weekends, and holidays.
- Ability to organize, plan, and implement work in an independent manner with minimal supervision.
- Ability to coordinate and evaluate the work of others.

### **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.