



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:** Support Coordinator Senior **OPEN DATE:** 7/12/2024  
**CLOSE DATE:** 7/26/2024

**JOB LOCATION:** Department of Mental Health **NUMBER:** 24-41  
 Region IV Community Services **JOB CODE:** T3200  
 400 Interstate Park Drive, Suite 401  
 Montgomery, AL 36109

**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.*

**NECESSARY SPECIAL REQUIREMENTS**

- Must have a valid driver's license to operate a vehicle in the State of Alabama.
- Moderate daytime travel within Region IV 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 ID/D.
- Serves as an advocate for individuals with ID/D.
- Provides support to individuals, their families, guardians, and significant others to make life decisions that lead to independence and interdependence.
- Serves as team leader of the Interdisciplinary Team.
- Educates person, guardian, or family members about self-directed services including an understanding of the financial management system (FMS), establishing a budget, and employee of record process.
- Ensures the development, implementation, monitoring, evaluation, and modification of the person-centered plan (PCP) for desired outcomes and developing the plan of care.
- Assists persons identified as having behavioral concerns requiring behavioral support plans and special-level staffing.
- Ensures that behavioral support plans are updated and reflect the person's current level of need and submits requests for special-level staffing.
- Inspires action, participation, and engagement; while promoting a culture of inclusion, diversity, and community.
- Works with the Housing Coordinator position in the Regional Office to identify the housing needs of those served to advise and support building housing capacity.
- Educates person and 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 the conditions and functional limitations of the target populations served.
- Knowledge of community alternatives for serving the full range of long-term care resources.
- Knowledge of Medicare, Medicaid, and HIPAA (Health Insurance Portability & Accountability Act) laws.
- Knowledge and/or understanding of state statutes and regulations.
- Knowledge of and ability to utilize appropriate conflict resolution skills.
- Knowledge of self-directed services and ability to assess the person/family's ability to utilize the services.
- Knowledge of the behavioral sciences and allied disciplines involved in the evaluation, care, and training of individuals with intellectual and/or developmental disabilities.
- Knowledge of person-centered planning concepts.
- Ability to provide support coordination through a person-centered perspective.
- Ability to manage complex and challenging situations that arise as part of the person care process.
- Ability to proficiently analyze different models of assessment, prevention, intervention, evaluation, and documentation.
- Ability to independently access information and resources.
- Ability to communicate effectively orally and in writing.
- Ability to adapt to change and act as an agent of change.
- Ability to apply discretion while maintaining confidentiality in relationships with colleagues and management.
- Ability to exhibit high levels of customer service, professionalism, and service-oriented relationships with various external and internal stakeholders via an understanding of ethics and boundaries.
- Ability to share information and educate a variety of audiences, professional and paraprofessional (in person and/or via technology).
- Ability to manage and prioritize multiple tasks.

- Ability to operate various office computers, software programs, and equipment.
- Ability to collaborate with internal and external staff to build capacity in the community with housing.
- Ability to educate person and/or family members about guardianship.

#### **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.