



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: Community Services Specialist II

OPEN DATE: 01/17/2025
CLOSE DATE: 02/14/2025

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

NUMBER: 25-03
JOB CODE: T2000

SALARY

- Range 69 (\$37,440.00 - \$62,604.00 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.
- 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.

SPECIAL REQUIREMENTS

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



KIND OF WORK

- Monitors residential, day programs, and hourly supports to assure compliance with all applicable standards.
- Provides consultation, training, and/or technical assistance to service providers of residential and day programs.
- Contributes to the assurance that the needs of the individuals served are adequately met.
- Conducts investigations on serious incidents as assigned by the Community Services Director (CSD) or designee.
- Promotes the department's mission, initiatives, and Community Services Director directives by exhibiting leadership qualities that create an environment of professionalism, creditability, trust, transparency, and support internally among all departmental staff and externally among all stakeholders.
- Performs other special projects and assignments as required by the CSD or designee.

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.
- Knowledge and application of HIPAA and other rules and standards of confidentiality.
- Skilled in the use of Microsoft Office programs.
- 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 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.
- Ability to travel in-state during the day and/or evenings.

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)

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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.

EQUAL OPPORTUNITY EMPLOYER