



KAY IVEY  
GOVERNOR

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

### EMPLOYMENT OPPORTUNITY

<b>JOB TITLE:</b>	Community Services Specialist IV	<b>NUMBER:</b>	19-56
<b>JOB CODE:</b>	T4000	<b>DATE:</b>	October 11, 2019
<b>SALARY RANGE:</b>	78 (\$50,174.40 – \$76,365.60)	<b>PCQ#:</b>	8809120
<b>JOB LOCATION:</b>	Department of Mental Health Region I Community Services 401 Lee Street Northeast Decatur, AL 35601		

#### MINIMUM QUALIFICATIONS:

- Master’s degree in Social Work, Psychology, or a human services field.
- 72 months or more experience in a human services field, including...
- 24 months or more working specifically with persons with intellectual and/or developmental disabilities in a community setting.
- 24 months or more experience in a supervisory or administrative capacity.

*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 REQUIREMENT:

- 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:

- Manages waiver participation in the Region I area for approximately 1400 individuals receiving supports and services through the Home and Community Based Waiver Programs.
- Processes New Admissions, Redeterminations, Re-admissions, and Application/Packets for individuals that are deemed eligible to be placed on or continue on the ID/DD Home and Community Based Waiver.
- Responsible for direct contact with individuals served, their families, and staff of community agencies.
- Serves on various committees, provides technical assistance, conducts training, and monitors community-based programs.
- Serves as acting in the absence of the Community Services Director.

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

- Knowledge of community service agencies related to persons with developmental disabilities.
- Knowledge of the clinical dynamics of persons with developmental disabilities.
- Knowledge of state, local, and federal regulations and funding sources.
- Knowledge and ability to analyze data and develop plans for program development.
- Knowledge and experience in using a personal computer and related software programs.
- Ability to establish and maintain positive relationships with individuals served, their families, agency representatives, and the general public.
- Ability to provide guidance and support to individuals served, their families, and community providers.
- Ability to effectively intervene in crisis situations.
- Ability to communicate in clear and concise manner, both verbally and in writing.
- Ability to provide training and technical assistance in order to enhance the quality service provision.
- Ability to effectively supervise staff.
- Ability to understand and appropriately interpret standards, policies, and regulations.
- Ability to organize, plan, and implement work in an independent manner with intermittent general or administrative supervision.
- Ability to work flexible hours, including before and after the established work hours and ability to serve on-call on a rotating schedule for nights, weekends, and holidays.

**METHOD OF SELECTION:** Applicants will be rated based on 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 this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded 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: October 25, 2019**

**EQUAL OPPORTUNITY EMPLOYER**

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