



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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KIMBERLY G. BOSWELL
COMMISSIONER

EMPLOYMENT OPPORTUNITY - REVISED

JOB TITLE: Community Transition Specialist I
(Housing Option) **OPEN DATE:** 9/01/2022
CLOSE DATE: Until Filled

JOB LOCATION: Department of Mental Health
Region I Community Services
401 Lee Street Northeast, Suite 150
Decatur, Alabama 35601 **NUMBER:** 21-56
JOB CODE: T1500

SALARY

- Range 69 (\$35,985.60 - \$60,175.20 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

- Bachelor’s degree in Business Administration, Public Administration, or a human services field.
- 24 months or more experience in the identification and/or the accessing of housing resources.

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.

KIND OF WORK

- Provides consultation, training, and technical assistance to agencies, service providers, participants, individuals with disabilities, and seniors in accessing housing resources.
- Serves as Residential and Day Program Monitor.
- Ensures the agency is compliant with ADMH guidelines and Home & Community Based Settings Rule (HCBS).
- Develops strategies to overcome barriers to housing stability.
- Promotes understanding of the needs of seniors and individuals with disabilities.

- Provides adequate transitional services for individuals residing in nursing facilities, state operated psychiatric hospitals, or other public or private institutions eligible by Medicaid or are otherwise eligible for such services through a Medicaid program.
- Performs other special projects and assignments as required by the CSD or designee.
- Assists with finding affordable housing so that individuals served can successfully reside in community settings.
- Acts as a liaison with various public and private entities in facilitating necessary assistance for individuals.
- Serves as Region I Community Services staff on-call on a rotating basis to address situations that may arise during non-office hours.
- Monitors residential, day programs and hourly services in accordance with the guidelines of regulatory agencies.
- Attends special team meetings as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of human services systems of service delivery.
- Knowledge of Medicaid in relation to home and community-based service programs.
- Knowledge of collaboration and working with multiple service agencies in providing services to people with disabilities.
- Knowledge of facilitating housing programs and services to diverse populations.
- Knowledge and application of HIPAA and other rules and standards of confidentiality.
- Skilled in the use of Microsoft Office software programs.
- Ability to make strong appropriate judgements and decisions with professional etiquette.
- Ability to plan, organize, and prioritize work activities.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide training and technical assistance to service providers.
- Ability to establish and maintain contact with high level officials and various other public and private agencies, and housing authorities/organizations.
- Ability to demonstrate leadership, interpersonal skills and successfully motivate teams in a positive manner.
- Ability to travel in-state during the day, overnight, and occasionally on weekends.

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](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.