



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
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KIMBERLY G. BOSWELL  
COMMISSIONER

**EMPLOYMENT OPPORTUNITY- REANNOUNCEMENT**

<b>JOB TITLE:</b>	Mental Health Specialist IV (Statewide IPMS Coordinator)	<b>NUMBER:</b>	22-01
<b>JOB CODE:</b>	A6600	<b>DATE:</b>	February 11, 2022
<b>SALARY RANGE:</b>	82 (\$63,780.00 - \$97,221.60)	<b>PCQ#:</b>	8813348
<b>JOB LOCATION:</b>	<b>Administrative Base:</b> Department of Mental Health RSA Union Building 100 North Union Street Montgomery, Alabama 36130	<b>Work Location to be Determined:</b> Will be housed in one of our current locations – Montgomery, Tuscaloosa, Birmingham, Mobile, or Decatur.	

**MINIMUM QUALIFICATIONS:**

- Master’s degree in Business Administration, Public Administration, or a human services field.
  - 60 months or more experience in service delivery for persons with intellectual and/or developmental disabilities in a community setting.
  - 24 months or more experience in an administrative or supervisory capacity.
- OR**
- 24 months current permanent status as a Mental Health Specialist III performing duties as indicated above, including...
  - 24 months or more experience in an administrative or supervisory 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.*

**KIND OF WORK:**

- Maintains and assures the currency of the Statewide Incident Prevention and Management System (IPMS) Manual.
- Works with Regional Community Services Directors and Regional Incident Management Coordinators to implement a consistent and effective critical incident reporting, investigation, and analysis system in each of the five ADMH-DD service regions of the state.
- Provides training and technical assistance to Regional Incident Management Coordinators to assure consistent and accurate incident management system reporting and analysis statewide.
- Coordinates statewide training for service providers and state agency staff with staff in the Alabama Medicaid Agency.

- Prepares workload data analysis reports and performance measure reports as assigned by the Developmental Disabilities Associate Commissioner or other agency administrative staff.
- Conducts quality assurance reviews of the work of the Regional Incident Management Coordinators and reports results to Division administration as required in the IPMS Manual.
- Coordinates the access rights for users and security processes for the statewide electronic incident management system.
- Coordinates the production of thorough and accurate quarterly and ad hoc data analyses for required statewide reporting for, including but not limited to, the Associate Commissioner, the DD Subcommittee, and the Alabama Medicaid Agency.

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

- Knowledge of mental health/ intellectual disabilities system service delivery.
- Knowledge of the Medicaid Home & Community Based Waivers.
- Knowledge of local, state, and federal regulations and funding sources.
- Knowledge and ability to effectively identify and initiate appropriate response actions in crisis situations.
- Ability to understand and appropriately interpret standards, policies, and regulations.
- Ability to supervise and evaluate the work of others.
- Ability to plan, organize, and prioritize work activities.
- Ability to use a personal computer and Microsoft Office software.
- Ability to effectively develop, organize, and conduct meetings, trainings, and workshops.
- Ability to manage and prioritize multiple projects, while meeting timeframes/deadlines.
- Ability to establish and maintain effective working relationships with colleagues, individuals and their families, high-level staff, stakeholders, service providers, agencies, organizations, other state level staff, committees, and the public.

**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 our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **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.

**DEADLINE: February 25, 2022**

**EQUAL OPPORTUNITY EMPLOYER**

Click Here to Apply:  
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>