



**KIND OF WORK:**

- Performs assessments to determine supports needed for persons interested in self-directed services.
- Provides services to areas to ensure conflict free support coordination services.
- Provides case management services to individuals with ID/D.
- Serves as an advocate for individuals with ID/D.
- Provides support to individuals, their family, guardians and significant others to make life decisions that leads to independence and interdependence.
- Serves as team leader of the Interdisciplinary Team.
- Educates person/guardian/family members about self-directed services including 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.
- Provides assistance to persons identified as having behavioral concerns requiring behavioral support plans and special level staffing.
- Ensures that behavioral support plans are updated and reflect persons 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 Housing Coordinator position in Regional Office to identify housing needs of those served to advise and support building housing capacity.
- Educates person/family members about guardianship or coordinating guardianship procedures for adult individuals when a need is identified.
- Provide 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 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 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 relationship with various external and internal stakeholders via 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 and equipment.
- Ability to collaborate with internal and external staff to build capacity in the community with housing.
- Ability to educate person/family members about guardianship.

**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: Until Filled**

**EQUAL OPPORTUNITY EMPLOYER**

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