



trust, transparency, and support internally among all departmental staff and externally among all stakeholders.

- Represents the department at regional county multiple needs meetings.
- Performs other special projects and assignments as required by the Regional Community Service Director.

**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.
- Skilled in the use of Microsoft Office software programs.
- Ability to provide guidance and support to clients, families, and community providers.
- Ability to effectively intervene in crisis situations.
- Ability to organize, plan, and implement work in an independent manner.
- Ability to provide training and technical assistance to service providers.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain positive relationships with clients, families, agency representatives, and the general public.
- Ability to interpret and explain funding requirements and standards compliance to providers.
- Ability to conduct investigations.
- Ability to understand and interpret standards, policies, and regulations.

**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: May 7, 2021**

**EQUAL OPPORTUNITY EMPLOYER**

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