



STATE OF ALABAMA  
 DEPARTMENT OF MENTAL HEALTH  
 RSA UNION BUILDING  
 100 NORTH UNION STREET  
 POST OFFICE BOX 301410  
 MONTGOMERY, ALABAMA 36130-1410  
 WWW.MH.ALABAMA.GOV



Kay Ivey  
 Governor

Kimberly G. Boswell  
 Commissioner

### EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Support Coordinator Trainee **OPEN DATE:** 4/19/2024  
**CLOSE DATE:** 5/3/2024

**JOB LOCATION:** Department of Mental Health **NUMBER:** 24-20  
 Region V Community Services **JOB CODE:** T1200  
 631 Beacon Parkway West, Suite 211  
 Birmingham, AL 35209

#### SALARY

- Range 64 (\$32,416.80 - \$54,290.40 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 a human services field.

*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.*

#### SPECIAL REQUIREMENTS

- Must have a valid driver’s license to operate a vehicle in the state of Alabama.
- Moderate daytime travel within Region V and occasional overnight travel is required.

#### KIND OF WORK

- Assists with planning, organizing, and implementing objectives by following regulations and procedures.
- Assists with initial comprehensive social assessments.



- Assists in the provision of education and recommended activities and supports to mitigate risks.
- Assists with implementing psycho-social related interventions and monitoring the effectiveness of supported outcomes.
- Assists with providing technical assistance to department staff and/or community providers involved with service delivery.
- Composes correspondence and generates informational reports and data.
- Ensures effective and timely communication with the individuals and their families.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge about persons with vulnerabilities.
- Ability to understand and interpret state and federal laws, rules, and regulations.
- Ability to understand the importance of ethics and boundaries.
- Ability to respond appropriately to complex and challenging situations.
- Ability to analyze information and provide recommendations.
- Ability to independently access information and resources.
- Ability to establish and maintain positive relationships with individuals, families, agency representatives, and the general public.
- Ability to communicate effectively, but verbally and in writing.
- Ability to operate a computer and various software programs, as well as other office equipment.

### **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.