



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



Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Community Services Specialist III
(Wait List Coordinator) **OPEN DATE:** 10/03/2025
CLOSE DATE: 10/17/2025

JOB LOCATION: Department of Mental Health
Region III Community Services **NUMBER:** 25-36
3280 Dauphin Street - Building B, Suite 100 **JOB CODE:** T3000
Mobile, AL 36606

SALARY

- Range 74 (\$45,556.80- \$76,166.40 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 13 paid holidays.
- 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

- Master's degree in Social Work, Psychology, or a human services field.
- 24 months or more experience in a human services field.

OR

- Bachelor's degree in Social Work, Psychology, or a human services field.
- 48 months or more experience working specifically with persons with intellectual and/or developmental disabilities.

OR

- Bachelor's degree in Social Work, Psychology, or a human services field.
- 72 months or more experience 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.

NECESSARY SPECIAL REQUIREMENTS

- Must have a valid driver's license to operate a vehicle in the State of Alabama and have a good driving record.



KIND OF WORK

- Collects, inputs, and analyzes data for input into Regional or Departmental systems, including the waiting list.
- Provides training, technical assistance, and consultation to regional service providers.
- Develops placement and support opportunities for individuals.
- Facilitates consumer decision-making through consultations, visits with providers, relevant parties, and transition planning.
- Conducts monitoring of community programs to ensure individuals are being provided safe and effective services.
- Assures that supports are provided for individuals with an ID diagnosis to be served in the least restrictive community environments.
- Updates information and completes special projects/assignments related to the operation of Regional Community Services.
- Promotes the department's mission, initiatives, and Community Services Director directives by exhibiting leadership qualities that create an environment of professionalism, credibility, trust, transparency, and support internally among all departmental staff and externally among all stakeholders.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state, local, and federal funding sources and regulations.
- Knowledge of the inner workings, functions, and responsibilities of a regional community service system and regional office.
- Knowledge of monitoring and developing community supports and services.
- Knowledge of community service agencies in relation to persons with intellectual disabilities.
- Skilled in the use of Microsoft Office software programs.
- Ability to prioritize, multitask, and manage workload to meet specific timeframes and deadlines.
- Ability to establish a positive relationship with clients, families, agency representatives, and the general public.
- Ability to interpret standards, policies, and regulations.
- Ability to provide guidance and support to clients, families, and community providers.
- Ability to effectively intervene in crisis situations.
- Ability to make presentations and provide technical assistance to service providers.
- Ability to communicate effectively both verbally and in writing.

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)

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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.

EQUAL OPPORTUNITY EMPLOYER