



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
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Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Community Services Specialist II

OPEN DATE: 04/11/2025

CLOSE DATE: 05/09/2025

JOB LOCATION: Department of Mental Health
Region I Community Services
401 Lee Street North East, Suite 150
Decatur, Alabama 35601

NUMBER: 25-12

JOB CODE: T2000

SALARY

- Range 69 (\$37,440.00- \$62,604.00 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

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

OR

- Bachelor's degree in Social Work, Psychology, or a human services field.
- 24 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.
- 48 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.

SPECIAL REQUIREMENTS

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



KIND OF WORK

- Provides training, consultation, and technical assistance to regional service providers and case management agencies.
- Monitors residential, day programs, and hourly services to ensure compliance with all applicable standards.
- Conducts investigations on serious incidents according to IPMS Guidelines.
- Reviews monitoring reports to ensure service provider follow-up to corrective actions as needed.
- Serves as Regional Community Services liaison between families, mental health service providers, school systems, and other agencies in support of the provision of appropriate services.
- Contributes to the assurance that the needs of the individuals served are adequately met.
- Composes documents, reports, and correspondence related to the provision of services to supported individuals.
- Promotes the department's mission, initiatives, and Community Services Director directives by exhibiting leadership qualities that create an environment of professionalism, creditability, trust, transparency, and support internally among all departmental staff and externally among all stakeholders.
- Serves as Region I Community Services staff on-call on a rotating basis to address questions or concerns that might arise during non-office hours.
- Ensures that reports and documentation meet DMH standards.
- Attends person-centered planning meetings and special team meetings as needed.
- Completes special assignments related to the operation of Regional Community Services.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of community service agencies in relation to persons with intellectual disabilities.
- Knowledge of clinical dynamics of persons with I/DD.
- Skilled in the use of Microsoft Office software programs.
- Ability to conduct investigations.
- Ability to plan, organize, and implement work in an independent manner.
- Ability to interpret and explain funding requirements and standards compliance to providers.
- Ability to guide and support clients, families, and community providers.
- Ability to effectively intervene in crisis situations.
- Ability to establish and maintain positive relationships with individuals, families, agency representatives, and the general public.
- Ability to work flexible hours, including before and after the established work hours.
- Ability to serve on-call on a rotating schedule for nights, weekends, and holidays.
- Ability to provide training and 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>

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.