

**Mississippi Department of Mental Health
Bureau of Intellectual and Developmental Disabilities
239 North Lamar Street
1101 Robert E. Lee Building
Jackson, MS 39201**

www.dmh.ms.gov
(601) 359-1288

**Contract Position with IDD Community Support Program (1915(i))
(equivalent of MH Program Administrator II)**

This position is available in the MS Department of Mental Health's Bureau of Intellectual and Developmental Disabilities (BIDD) Home and Community Based Services Division. Job duties include the following:

- Assist with the development and implementation of the Intellectual/Developmental Disabilities (IDD) Community Support Program
- Eligibility Determination for initial certification and enrollment in the IDD Community Support Program, approve changes in service, and determine continued eligibility for annual recertification
- Technical assistance and training for IDD Community Support Program certified providers
- Participate in site visits or certification efforts related to IDD Community Support Program service providers

This is a contract position with maximum of forty (40) hours per week.

Minimum qualifications:

A Master's Degree and six (6) years of experience working with people who have intellectual/developmental disabilities.

Special Experience:

Employment must have been in an administrative/professional capacity. Special consideration given to applicants with a degree in special education, psychology, social work, or related field and a history of employment in IDD programs/services.

Salary – TBD (commensurate with MH Program Administrator II - \$45,154.91/year)

Please print and complete a copy of the MS State Employment Application available at <http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>. Please submit a resume with application.

Do NOT mail to the Mississippi State Personnel Board – this is a CONTRACTUAL position.
Mail to the address at the top of this page or deliver to Human Resources, Robert E. Lee Building Suite 1101 during regular business hours or e-mail to ina.jordan@dmh.state.ms.us.

If you have questions, please contact MS Department of Mental Health 601-359-6266.