



Request for Qualifications

***Contract Position – Employment Specialist
within the Bureau of Intellectual and
Developmental Disabilities***

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Introduction

The Mississippi Department of Mental Health (DMH) certifies, provides and/or financially supports a network of services for people with mental illness, intellectual/developmental disabilities, substance use disorders and/or other dementia. It is DMH's goal to improve the lives of Mississippians by supporting a better tomorrow...today.

The contract worker position for an Employment Specialist is housed within DMH's Bureau of Intellectual and Developmental Disabilities (BIDD). BIDD is responsible for the planning, development, and supervision of an array of services for individuals in the state with intellectual and developmental disabilities (IDD). The public service delivery system is comprised of five state-operated comprehensive IDD programs for individuals with IDD and the MS Adolescent Center. Specifically, the IDD Community Support Program makes community-based services available to individuals with IDD through a network of agencies certified by DMH.

Deadlines/Timelines

Contract Worker RFQ Issue Date	Tuesday, July 19, 2016 Reissued: Tuesday, October 18, 2016
Resume Submission Deadline	Tuesday, August 2, 2016 5:00 p.m. CST Revised Deadline – Wednesday, November 9, 2016
Interview Dates	Thursday, August 4, 2016 To be scheduled with applicants meeting qualification requirements after the submission deadline.
Selection Completed	Wednesday, August 10, 2016 Revised Date – by December 1, 2016

Submissions/How to Apply

To apply for this position, please submit your resume to Ina Jordan via email at ina.jordan@dmh.ms.gov by 5:00 P.M. CST on ~~Tuesday, August 2, 2016~~ **Wednesday, November 9, 2016**. Resumes received after this date and time will not be considered for this position.

The resume should describe your education and prior work history, including all relevant work experience. The resume should include the name and current contact information of at least three references, preferable references familiar with your job skills. The resume should include your current contact information (address, email and phone number).

Characteristics of Work

This a contractual position through the Mississippi Department of Mental Health (MDMH), hereafter referred to as "Agency," in which the applicant agrees to perform duties to support the

development and promotion of employment opportunities for people with intellectual and developmental disabilities. Work is subject to review from the Division, Bureau, and Executive Directors to whom the applicant reports.

Examples of Work

Examples of work performed in this position include, but are not limited, the following:

- Develop and implement strategies for increasing employment opportunities for people with IDD;
- Eligibility Determination for initial certification and enrollment in the ID/DD Waiver Program, approve changes in service, and determine continued eligibility for annual recertification;
- Technical assistance and training for DMH certified providers, particularly those providing employment related services; and
- Participate in site visits or certification efforts related to DMH certified providers, particularly those providing employment related services.

Minimum Qualifications

Education:

A Master's Degree from an accredited four-year college or university in a mental health related field;

AND

Experience:

Six (6) years of special experience*, two (2) years of which must have been in line or functional administrative supervision with oversight of statewide programs.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in a mental health related field;

AND

Work Experience:

Seven (7) years of special experience*, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs.

** Special experience includes employment in an administrative/professional capacity. Special consideration will be given to applicants with a history of employment in IDD programs/services.*

Compensation and Hours Worked

The agency agrees that total contract compensation will be at a rate of up to \$25.00 per hour. The Contract Worker is subject to the proper withholding of state and federal income taxes and social security.

Work is requested on an as needed basis, not to exceed 40 hours per week.

Selection Process

The hiring department representative will review all resumes which contain the required information and are submitted within the stated timeline. The hiring department representative will select the most qualified candidates for the interview based on the required educational experience and work experience. After the interviews have been completed, the representative will select the top candidate for employment.

Evaluation Criteria

The following evaluation criteria will be utilized (100 point scale):

- Required educational experience – up to 40 points
- Required work experience – up to 40 points
- Ability to perform stated examples of work based on interview – up to 20 points

Contract Dates

The start date for this contract is estimated to be ~~August 15, 2016~~ **December 1, 2016** with an end date of June 30, 2017.