

**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](http://www.dmh.ms.gov)  
(601) 359-1288

**Contract Position with IDD Community Support Program (1915i)  
(commensurate with 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 certified providers
- Participate in site visits or certification efforts related to IDD service providers

This is a contract position with maximum of twenty-four (24) hours per week.

**Minimum qualifications:**

A Master's Degree and six (6) years of special experience, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs.

Or, a Bachelor's Degree with 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:**

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:**

\$25 per hour

**Deadline to apply: September 22, 2017**

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. 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 [toni.johnson@dmh.ms.gov](mailto:toni.johnson@dmh.ms.gov) . If you have questions, you may call the Department of Mental Health at (601)359-6244.**