

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

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

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. This position will be responsible for reviewing Plan of Services and Supports for approval/disapproval/revision; providing training and technical assistance to IDD providers and Targeted Case Managers; development of reports and forms; participating in site visits to certified providers as needed; and other duties as necessary in the development and implementation of the IDD Community Support Program.

**Minimum qualifications:**

A Master's Degree from an accredited four-year college or university and six (6) years of experience; two (2) years of which must have been in line or functional administrative or oversight of statewide programs; OR

A Bachelor's Degree from an accredited four-year college or university and seven (7) years of experience; two (2) years of which must have been in line or functional administrative or oversight of statewide programs.

**Preference will be given to those with:**

- ❖ Applicants with a degree in special education, psychology, social work, or related field
- ❖ Direct experience working with people who have intellectual/developmental disabilities
- ❖ Knowledge of person-centered thinking and practices
- ❖ Knowledge of DMH Standards and Record Guide

**Salary:**

\$45,154.91

**Deadline to apply: November 2, 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, please contact MS Department of Mental Health 601-359-6244.