

**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**

**Program Administrator III  
Division of Home and Community Based Services**

This position is available in the MS Department of Mental Health's Bureau of Intellectual and Developmental Disabilities. The incumbent will serve as the BIDD staff person tasked with working with the Division of Medicaid and IDD providers (both ID/DD Waiver and IDD Community Support Program) to direct and implement the Statewide Transition Plan to bring the State and providers into compliance with the HCBS Settings Final Rule. Duties related to the Statewide Transition Plan will include training/presenting to providers; participating in the development of standards, policies, procedures and forms related to compliance with the Statewide Transition Plan; participating in site visits to providers; providing the Division of Medicaid with information about progress toward transitions and ongoing reports afterward as directed by CMS. There will also be other duties as assigned to ensure compliance with HCBS Settings Final Rule. These duties will include the ongoing monitoring of providers as well as revising policies and procedures as new regulations are issued by CMS.

This position will be responsible for working with other agencies in the implementation of Employment First and other coordinated activities to increase and enhance Supported Employment for people with Intellectual and Developmental Disabilities. Additionally, this position will head the effort to transition sheltered workshops to other meaningful day activities, and will develop a revised definition and process for Prevocational Services in the state.

The incumbent must be proficient in the use of Excel, Word and Adobe Professional.

In addition to the above responsibilities, the incumbent will review Plans of Services and Supports for approval/disapproval/revision.

**Minimum qualifications:**

**Education/Licensure:**

A Master's Degree from an accredited four-year college or university; **AND**

**Experience:**

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

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

- ❖ Direct experience working with people who have intellectual and developmental disabilities
- ❖ Familiarity with HCBS Settings Final Rule
- ❖ Working knowledge about the ID/DD Waiver and IDD Community Support Program
- ❖ Knowledge about the importance of Supported Employment for people with disabilities
- ❖ Knowledge of person centered thinking and practices
- ❖ Basic knowledge about Plans of Services and Supports
- ❖ Experience presenting to large and small groups of professionals, providers and other community partners

**Salary:**

\$48,962.51

**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.