



Request for Qualifications

*Project Coordinator
for the
Mississippi Prevention Alliance for
Communities and Colleges (mPACC) Project*

**Contact: Toni Johnson
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Date: December 5, 2017**

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...one person at a time.

The contract worker position for the Project Coordinator for the MS Prevention Alliance for Communities and Colleges (mPACC) is housed within DMH's Bureau of Alcohol and Drug Services (BADs). BADs is responsible for the administration of state and federal funds utilized in the prevention, treatment, and rehabilitation of people with substance abuse problems. The overall goal of the State's substance abuse service system is to provide a continuum of community-based, accessible services that include prevention, outpatient services, detoxification, primary and transitional residential treatment, inpatient treatment, and recovery support.

Deadlines/Timelines

Contract Worker RFQ Issue Date	Tuesday, December 05, 2017
Resume Submission Deadline	Monday, December 18, 2017 at 5:00 p.m. CST
Interview Dates	Thursday, December 21, 2017
Selection Completed	Friday, December 29, 2017

Submissions/How to Apply

To apply for this position, please submit your resume to Toni Johnson via email at toni.johnson@dmh.ms.gov by 5:00 P.M. CST on Monday, December 18, 2017. 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 day to day administration of the mPACC project. The MPACC Project Coordinator will serve as the primary contact for the MPACC sub-grantees and a liaison between the MPACC sub-grantees, the MPACC Evaluators and the MPACC Project Director. The MPACC Project Coordinator will provide all guidance, instructions, training, and technical assistance to MPACC sub-grantees with approval from the MPACC Project Director.

Examples of Work

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

- Ensuring that all MPACC tasks related to the project's goals and objectives are accomplished as required by state and federal timelines
- Managing the statewide needs assessment
- Managing the allocation process for the grant sub-recipients
- Monitoring grant sub-recipients and any applicable contracts
- Producing and submitting all required state and federal reports
- Serving as the point of contact for various federal, state, and local officials involved in reporting activities
- Serving as the subject matter expert on the Strategic Prevention Framework (SPF)
- Developing and providing educational training and technical assistance to MPACC sub-grantees
- Assisting with the development and facilitation of MPACC grantee meetings and workforce developments (i.e. yearly retreats)
- Monitoring the timely submissions of MPACC sub-grantee quarterly reports and providing feedback
- Serving on the State Epidemiological Outcomes Workgroup (SEOW) to ensure proper utilization of epidemiological data by MPACC sub-grantees
- Serving on the Mississippi Prevention Network to provide quarterly updates of all MPACC activities
- Monitoring and reporting progress on the MPACC data submission (e.g. PEP-C, CLI, PLI) and communicating it with the MPACC state evaluation team
- Assisting MPACC sub-grantees with investigations and selection of evidenced-based interventions
- Attending and observing MPACC sub-grantees programmatic activities as deemed necessary
- Other job duties as assigned by the MPACC Project Director, State Opioid Treatment Authority Director, Substance Use Disorder Director, and the Bureau of Alcohol and Drug Services Director

Minimum Qualifications

Education:

A Master's Degree from an accredited four-year college or university in Psychology, Social Work, Substance Abuse, Mental Health, Public Health or 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.

** Special experience includes a thorough understanding of the Strategic Prevention Framework (SPF); a thorough understanding of the SAMHSA's six prevention strategies; the ability to communicate effectively verbally and in writing; the ability to build rapport with individuals; speak in public, develop curriculums, and efficiently solve problems; knowledgeable in community organizing/capacity building and coalition development.*

The candidate must also be proficient in Microsoft Office and other software; the ability to maintain files, records, and reports; multi-task efficiently; work under limited supervision; day travel as deemed necessary.

Compensation and Hours Worked

The agency agrees that total contract compensation will be at a rate of up to \$27.00 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 January 8, 2018 with an end date of June 30, 2018.

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