

**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**

**MH Program Administrator II
Division of Community Services**

This position is available in the MS Department of Mental Health's Bureau of Community Services, Division of Adult Community Services. This position will be responsible for working with community mental health services across the state; reviewing grants from community service providers; reviewing policies and procedures for community service providers and new interested providers; program development and evaluation as needed; conducting trainings; and providing technical assistance as needed.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education/Licensure:

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

Experience:

Six (6) 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;

OR

Education/Licensure:

A Bachelor'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 with serious mental illness.
- ❖ Familiarity with the Department of Mental Health Operational Standards
- ❖ Skillset for generating reports
- ❖ Experience working in community mental health
- ❖ Proven ability to develop training and technical assistance procedures
- ❖ Knowledge of person-centered thinking and practices

Salary: \$45,154.91

Deadline to apply: July 16, 2018

Note: All interested applicants must complete the application process through the Mississippi State Personnel Board at www.mspb.ms.gov. Instructions are detailed in the Job Seekers tab. This employment opportunity will appear in the Job Openings section on the site. Please submit a resume with your application.

If you have questions, please contact Toni Johnson at the MS Department of Mental Health 601-359-6244.