

**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 III
Division of Community Services**

This position is available in the MS Department of Mental Health's Bureau of Community Services. This position will be responsible for conducting state-statute required pre-evaluation screening training for staff at Community Mental Health Centers (CMHC); developing procurement documents for community services grants; disseminating funds from grants to service providers; evaluating, negotiating, and processing community services grant proposals submitted by providers; collecting monthly crisis data and transferring to the Central Data Repository (CDR); running CDR crisis data reports as needed; reviewing and evaluating policies and procedures for new programs and providers; providing technical assistance for new interested providers of community-based mental health services.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

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

OR

A Bachelor's Degree from an accredited four-year college or university; and eight (8) 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 individuals experiencing crisis in the community
- ❖ Experience working with first responders and/or the justice system
- ❖ Working knowledge of the involuntary civil commitment process
- ❖ Experience in grant writing
- ❖ Experience administering state and federal grants
- ❖ Experience in community-based program development
- ❖ Knowledge of community-based services and supports, and the importance of maintaining individuals with severe mental illness in the community
- ❖ Knowledge of person-centered thinking and practices
- ❖ Strong interpersonal communication skills and public speaking skills

Salary: \$48,962.51

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 MDMH at 601-359-6244.