

**Mississippi Department of Mental Health
Bureau of Human Resources
239 North Lamar Street
1101 Robert E. Lee Building
Jackson, MS 39201**

**www.dmh.ms.gov
(601) 359-1288**

**MH – Division Director
Bureau of Intellectual & Developmental Disabilities**

This position is available in the MS Department of Mental Health's Bureau of Intellectual & Developmental Disabilities. The incumbent will serve as the ID/DD Waiver Director. This position includes administrative work which involves formulating and directing the activities of the division within the Department of Mental Health. Responsibilities include assisting and advising the Bureau Director, Deputy Executive Director, and Executive Director in analyzing administrative problems that affect agency operations. The responsibilities also encompass establishing, interpreting, and enforcing rules, regulations, and policies. Additional job duties include supervision and implementation of the Home and Community Based Services, including supervision of 4 staff; policy development and implementation; training for staff located throughout the state; collaborating with outside agencies to administrate the program effectively; coordination of eligibility standards and requirements for the program through Diagnostic and Evaluation teams; conducting public awareness activities; managing appropriate planning lists for persons deemed eligible for the program; managing contracts for services provided; managing data to reflect all enrollment processes and discharges; implementing the Statewide Transition Plan as approved by CMS; reviewing policies and procedures for interested providers to ensure compliance with DMH Operational Standards and providing technical assistance to providers of ID/DD waiver services.

Preference will be given to those with:

- ❖ Working knowledge and experience in the ID/DD Waiver program with basic knowledge of the five types of waivers operated in the state of MS
- ❖ Experience in the electronic management of documents specifically in long term services and supports
- ❖ Working knowledge and interpretation of federal and state regulations
- ❖ Strong problem solving skills
- ❖ Strong supervisory experience
- ❖ Strong presentation skills
- ❖ Experience providing trainings in a public forum

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Doctoral Degree from an accredited four-year college or university in business administration, child development, communicative disorders, counseling, education, guidance and counseling, nursing, psychology, sociology, social work, special education, speech pathology, or a directly related field;

Experience:

Four (4) years of experience in work closely related to the described duties, of which three (3) years must have been in a supervisory capacity.

OR

Education:

A Master's Degree from an accredited four-year college or university in business administration, child development, communicative disorders, counseling, education, guidance and counseling, nursing, psychology, sociology, social work, special education, speech pathology, or a directly related field;

Experience:

Five (5) years of experience in work closely related to the described duties, of which three (3) years must have been in a supervisory capacity.

Salary: \$60,714.26

Deadline to apply: August 10, 2018

Please print and complete a copy of the MS State Employment Application available at <http://www.mspb.ms.gov>. Please submit a resume with application and 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.

Interested applicants may also 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.