

**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**

**Program Administrator, II  
(Contract Worker)  
Mental Health Awareness Training (MHAT) Grant Program Coordinator  
Bureau of Outreach and Planning**

This contractual position is available in the MS Department of Mental Health's (DMH) Bureau of Outreach and Planning's Division of Outreach and Training. The position will be responsible for leading and managing the training and implementation of the MHAT Grant in Mississippi. The MHAT Grant Program is a three (3) year grant awarded by the Substance Abuse and Mental Health Services Administration.

Responsibilities include but are not limited to:

- Serving as the principal contact for all MHAT project related responsibilities.
- Ensuring that all tasks related to the goals and objectives of the project are accomplished in a timely manner.
- Managing the statewide coordination of all trainings.
- Providing coordination of outreach activities and resources development.
- Planning, directing, and coordinating all program services.
- Overseeing policies, procedures related to, and fidelity of, Mental Health First Aid training.
- Establishing meetings with trainers.
- Monitoring the project budget.
- Writing and submitting all required reports to the Substance Abuse and Mental Health Services Administration (SAMHSA).
- Interacting with various federal, state, and local officials in conducting reporting activities.
- Developing relationships with community partners.

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

- ❖ Experience in creating spreadsheets and tracking data
- ❖ Working knowledge about the Mississippi Department of Mental Health
- ❖ Strong organizational skills and the ability to multi-task
- ❖ Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- ❖ Time management skills and the ability to prioritize work
- ❖ Excellent communication skills – written and verbal
- ❖ Experience providing training to various populations

## **EXPERIENCE/EDUCATIONAL REQUIREMENTS**

### **Education:**

A Master's Degree from an accredited four-year college or university in a health related field;

**AND**

### **Experience:**

Minimum six (6) years of experience in the mental health field and at least two (2) years of experience providing outreach, engagement, and services to educators, law enforcement, and the general public.

**Salary:** \$45,154.91

**Deadline to apply:** October 30, 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.

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 Toni Johnson at the MS Department of Mental Health 601-359-6244.