

**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
Branch of Coordinated Care**

This position is available in the MS Department of Mental Health's Branch of Coordinated Care. The incumbent will serve as the Support Coordinator for the Office of Consumer Support (OCS). Through OCS, the general public can receive information about mental health, intellectual/developmental disabilities, suicide prevention, and substance use services in Mississippi. The incumbent will be responsible for establishing and maintaining policies and procedures to respond to needs for information, referral, and crisis intervention brought forward by consumers or their family members and others who contact the DMH Helpline and National Suicide Prevention Lifeline; managing the day to day operations of OCS; providing supervision to OCS staff; managing the Refer information and referral database; managing grievances about services and programs operated and/or certified by the Department of Mental Health; coordinating and conducting investigations; managing timelines related to resolutions and providing written feedback.

Minimum qualifications:

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

Education/Licensure:

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:

- ❖ Experience working with people who have mental illness, substance use disorders, and intellectual and developmental disabilities
- ❖ Familiarity with the mental health services provided through DMH
- ❖ Experience coordinating and conducting investigations
- ❖ Experience with data entry and reporting
- ❖ Excellent communication skills

Salary: \$48,962.51

Deadline to apply: November 30, 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 as an Agency Only Opportunity. 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.