

**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 – Program Administrator IV
Behavioral Health Services**

This position is available in the MS Department of Mental Health’s Office of the Deputy Executive Director. The incumbent will serve as the Behavioral Health Services Transition Coordinator and will report directly to the Deputy Executive Director. This work is dedicated to the oversight and statewide organization of the planning and assistance provided to people with Serious Mental Illness, Substance Use Disorder, and Serious Emotional Disturbance as they move to the most integrated setting.

Responsibilities include but are not limited to:

- Ensuring successful transitions of people with Serious Mental Illness, Substance Use Disorder, and Serious Emotional Disturbance from behavioral health programs to the community of their choice. This includes collaborative efforts with the Transition Specialists working at the Behavioral Health Programs and Community Mental Health Centers to ensure appropriate plans are made to meet all needs once transition to the community is complete.
- Coordinating the collection of data as indicated in the strategic plans of all programs serving people with Serious Mental Illness, Substance Use Disorder, and Serious Emotional Disturbance throughout the state.
- Supporting the efforts of Behavioral Health Services in the provision of services, monitoring thereof, assessing and addressing issues and appropriate placements of current people in need and those planning for the future. This includes but is not limited to, preparation of reports, data analyzation, etc...
- Coordinating and communicating with Behavioral Health Programs, Community Mental Health Centers, State Agencies, and other Central Office Divisions to ensure a smooth process for people with Serious Mental Illness, Substance Use Disorder, and Serious Emotional Disturbance as they transition back to their communities.

Preference will be given to those with:

- ❖ Working knowledge and experience working with people with serious mental illness, substance use disorders, and serious emotional disturbance.
- ❖ Strong interpersonal skills
- ❖ Experience with data collection
- ❖ Strong communication skills
- ❖ Strong organizational skills
- ❖ Experience in transition services

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

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

Experience:

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;

Special Experience:

Employment must have been in an administrative/professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those bureaus where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Salary: \$53,600.93

Deadline to apply: January 18, 2019

Note: All interested applicants must complete the application process through NEOGOV with the Mississippi State Personnel Board at www.mspb.ms.gov. Instructions are detailed in the Job Seekers tab. 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 or toni.johnson@dmh.ms.gov.