

**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, I  
Division of Adult Community Services**

This position is available in the MS Department of Mental Health's (DMH) Bureau of Behavioral Health, Division of Adult Community Services. This position will be responsible for working with community mental health services across the state; reviewing grants from community service providers; program development and evaluation as needed; conducting training and technical assistance as needed.

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

- ❖ Direct experience working with people with serious mental illness
- ❖ Familiarity with the Department of Mental Health Operational Standards
- ❖ Skillset for generating various reports
- ❖ Ability to create and deliver presentations
- ❖ Experience working in community mental health
- ❖ Experience in grant writing and grant management
- ❖ Knowledge of person-centered thinking and practices

**EXPERIENCE/EDUCATIONAL REQUIREMENTS**

**Education:**

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

**Experience:**

Five (5) years of experience, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs; **OR**

**Education/Licensure:**

A Bachelor's Degree from an accredited four-year college or university; **AND**

**Experience:**

Six (6) years of experience, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs.

**Salary:** \$41,254.98

**Deadline to apply:** February 8, 2019

**Note:** All interested applicants must complete the application process through NEOGOV with the Mississippi State Personnel Board at [www.mspb.ms.gov](http://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](mailto:toni.johnson@dmh.ms.gov).