

**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, I
Branch of Coordinated Care**

This position is available in the MS Department of Mental Health's (DMH) Branch of Coordinated Care. The position will be responsible for various duties assigned as an employee in the Office of Consumer Supports.

Responsibilities include but are not limited to:

- ❖ Answering the DMH toll-free Helpline
- ❖ Answering the National Suicide Prevention Lifeline
- ❖ Assessing the needs of callers
- ❖ Providing education and information about resources to the caller
- ❖ Linking caller to needed assistance
- ❖ Gathering information related to grievances about services operated and/or certified by DMH
- ❖ Capturing call data and entering data into referral database
- ❖ Assisting with SPOTT meetings and data collection
- ❖ Other duties as assigned

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 with data entry and reporting
- ❖ Excellent communication skills

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.

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: \$41,254.98

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.