



Request for Applications

Certified Peer Support Specialist Ambassador (Parent/Care Givers and Young Adults)

**Contact: Toni Johnson
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Date: January 31, 2019**

Introduction

The Mississippi Department of Mental Health (DMH) certifies, provides and/or financially supports a network of services for people with mental illness, intellectual/developmental disabilities, substance use disorders and/or other dementia. It is DMH’s goal to improve the lives of Mississippians by supporting a better tomorrow...one person at a time.

The contract worker position for the position of Certified Peer Support Specialist Ambassador (Parent/Caregivers and Young Adults), will work with limited supervision, conducting a minimum of three (3) regional provider trainings and peer support trainings to individuals who have received or are currently receiving behavioral health services, family members, mental health professionals, and interested stakeholders. They will also participate in workshops, conferences, and/or meetings to promote the role of peer support specialists in Mississippi’s behavioral health system.

Deadlines/Timelines

Contract Worker RFA Issue Date	Tuesday, January 29, 2019
Resume Submission Deadline	Friday, February 15, 2019 10:00 a.m. CST
Interview Dates	Wednesday, February 20, 2019 Thursday, February 21, 2019
Selection Completed	Friday, February 22, 2019

Submissions/How to Apply

To apply for this position, please submit your resume to Toni Johnson via email at Toni.Johnson@dmh.ms.gov by 10:00 A.M. CST on Friday, February 15, 2019. Resumes received after this date and time will not be considered for this position.

The resume should describe your education and prior work history, including all relevant work experience. The resume should include the name and current contact information of at least three references, preferable references familiar with your job skills. The resume should include your current contact information (address, email and phone number).

Characteristics of Work

This a contractual position through the Mississippi Department of Mental Health (MDMH), hereafter referred to as “Agency,” in which the applicant agrees to perform duties to support the Certified Peer Support Specialist program. Work is subject to review from the Division, Bureau, and Executive Directors to whom the applicant reports.

Examples of Work

Examples of work performed in this position include, but are not limited, the following:

- Actively participate in the development of a PowerPoint and script to educate individuals who have received or are currently receiving behavioral health services, family members, mental health professionals, and interested stakeholders on Mississippi's Certified Peer Support Specialist Program.
- Conduct trainings to individuals and family members receiving behavioral health services, mental health professionals and interested stakeholders.
- Use Certified Peer Support Specialist Toolkit for Providers and Certified Peer Support Specialist Toolkit for Individuals Receiving Services as a training resource.
- Provide on-site technical assistance to DMH Certified Provider agencies. Technical assistance will focus on supporting and/or enhancing the role of CPSS.
- Complete all required paperwork and submit to Program Coordinator as required.
- Coordinate with Department of Mental Health representative to set training schedule.
- Work independently to coordinate logistics (schedule trainings, travel to site, plan with co-facilitator, etc.).
- Perform miscellaneous job-related duties as assigned.

Minimum Qualifications

- Must be able to draw on lived experience to illustrate a point that is being trained.
- Excellent communication skills (oral and written), interpersonal skills, organizational skills, and presentation skills.
- Must be able to work independently, to complete assignments in a timely manner and work in diverse community
- Must be willing to work flexible hours and travel to different locations.

Special Considerations

- Ambassador must be a Certified Peer Support Specialist who completed the Parent/Caregiver Module with 1 year of work experience.
- Ambassador must be a Certified Peer Support Specialist between the ages of 18 and 26 with 6 months of work experience.

Compensation and Hours Worked

The agency agrees that total contract compensation will be at a rate of up to \$20.00 per hour with a total fee not to exceed \$3000.00 during the contract term. The Contract Worker is subject to the proper withholding of state and federal income taxes and social security.

Selection Process

The hiring department representative will review all resumes which contain the required information and are submitted within the stated timeline. The hiring department representative will select the most qualified candidates for the interview based on the required certifications and work experience. After the interviews have been completed, the representative will select the top candidates for employment.

Evaluation Criteria

The following evaluation criteria will be utilized (100 point scale):

- Required certifications – up to 40 points
- Required work experience – up to 40 points
- Ability to perform stated examples of work based on interview – up to 20 points

Contract Dates

The start date for this contract is estimated to be March 1, 2019 with an end date of September 30, 2019.

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