



Request for Qualifications

***Project Coordinator
for the
Mississippi Prevention Alliance for
Communities and Colleges (mPACC) Project***

**Contact: Toni Johnson
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Jackson, MS 39201
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Date: January 10, 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...today.

The contract worker position for the Project Coordinator for the MS Prevention Alliance for Communities and Colleges (mPACC) is housed within DMH's Bureau of Alcohol and Drug Services (BADs). BADs is responsible for the administration of state and federal funds utilized in the prevention, treatment, and rehabilitation of people with substance abuse problems. The overall goal of the State's substance abuse service system is to provide a continuum of community-based, accessible services that include prevention, outpatient services, detoxification, primary and transitional residential treatment, inpatient treatment, and recovery support.

Deadlines/Timelines

Contract Worker RFQ Issue Date	Thursday, January 10, 2019
Resume Submission Deadline	Thursday, January 24, 2019 at 5:00 p.m. CST
Interview Dates	Tuesday, February 5, 2019
Selection Completed	Friday, February 11, 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 5:00 P.M. CST on Thursday, January 24, 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 day to day administration of the mPACC project. 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:

- Ensuring that all mPACC tasks related to the project's goals and objectives are accomplished as required by state and federal timelines
- Managing the statewide needs assessment
- Managing the allocation process for the grant sub recipients
- Monitoring grant sub recipients and any applicable contracts
- Serve as the principal contract for the Federal Project Officer
- Produce and submit all required state and federal reports
- Serve as the point of contact for various federal, state and local officials involved in reporting activities.

Minimum Qualifications

Education:

A Master's Degree from an accredited four-year college or university in a mental health related field;

AND

Experience:

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

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in a mental health related field;

AND

Work Experience:

Seven (7) years of special experience*, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs.

** Special experience includes employment in an administrative/professional capacity in the substance abuse treatment and prevention field.*

Compensation and Hours Worked

The agency agrees that total contract compensation will be at a rate of up to \$25.00 per hour.

The Contract Worker is subject to the proper withholding of state and federal income taxes and social security.

Work is requested on an as needed basis, not to exceed 40 hours per week.

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 educational experience and work experience. After the interviews have been completed, the representative will select the top candidate for employment.

Evaluation Criteria

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

- Required educational experience – 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 29, 2020.

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