



Request for Applications

Mississippi Integrated Care Project Director And Early Childhood Specialist

**Contact: Toni Johnson
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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 for the Project Director and Early Childhood Specialist for the Mississippi Integrated Care Project is housed within DMH’s Bureau of Behavioral Health Services in the Division of Children and Youth. This division is responsible for planning, development, and the supervision of an array of services for children and youth throughout the State of Mississippi.

Deadlines/Timelines

Contract Worker RFA Issue Date	Tuesday, February 5, 2019
Resume Submission Deadline	Friday, February 22, 2019 10:00 a.m. CST
Interview Dates	Tuesday, February 26, 2019 Wednesday, February 27, 2019
Selection Completed	Thursday, February 28, 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 22, 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:

- Administrative work involving coordinating and directing the activities of the MS Integrated Care Project including fiscal oversight, grant reporting, clinical supervision, public awareness, and evaluation.
- Assisting the Bureau with the efforts in locating resources and program development for the Birth to Five population
- Serving as a liaison to the UMMC CHAMP grant and the Preschool Development grant.
- Providing training and technical assistance for providers serving the Birth to Five population
- Collaborating with outside agencies
- Managing grants
- Oversight of local planning teams and advisory boards.

Minimum Qualifications

Education:

A Master's Degree from an accredited four-year college or university in a mental health related field including social work, psychology or counseling;

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:

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. Post Graduate Training in Infant and Early Childhood Mental Health. Work experience must have included supervising and coordinating a variety of functions.

Licensure/Credentials:

Licensed as a Social Worker or Professional Counselor
Certified in an EBP for Infant and Early Childhood Mental Health

Compensation and Hours Worked

The agency agrees that total contract compensation will be at a rate of up to \$30.00 per hour with a total fee not to exceed \$46,800.00 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

Special preference will be given to those with:

- ❖ Working knowledge and experience in the mental health system
- ❖ Working knowledge and experience in federal grant administration
- ❖ Specific experience in Infant and Early Childhood Mental Health
- ❖ Specific experience in Systems of Care and family-driven practice
- ❖ Strong problem-solving skills
- ❖ Strong presentation skills

Contract Dates

The start date for this contract is estimated to be March 1, 2019 with an end date of February 28, 2020.

End of Page