

**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, IV
Division of Certification**

This position is available in the MS Department of Mental Health's (DMH) Division of Certification. The position will be responsible for various duties assigned as a member of the DMH Certification Team.

MUST BE A REGISTERED NURSE.

Responsibilities include but are not limited to:

- Reviewing programs and services certified by DMH through on-site reviews for compliance to DMH Operational Standards, Record Guide and other official regulations.
- Acting as in-house consultant/expert regarding medical/nursing related issues.
- Acting as an investigator into complaints against agencies or incidents reported by agencies.
- Acting as the team leader during on-site review visits.
- Responsible for written reports containing the compilation of all staff findings during on-site reviews.
- Presenting findings from on-site reviews in group meetings as well as information on various topics during training sessions.
- Reviewing DMH certified provider's policies and procedures, service records, personnel records, and plans of compliance to ensure compliance to DMH Operational Standards, Record Guide and other official regulations.
- Establishing rapport with employees from DMH certified providers as well as those seeking certification.
- Interacting with people receiving services who may have a mental illness, substance use disorder or intellectual and development disorders.
- This position requires frequent travel throughout the state with overnight stays on occasion. Travel/working outside of the office will consume approximately 30 – 40% of the work month.

Preference will be given to those with:

- ❖ Excellent working knowledge of the DMH Operational Standards, Record Guide, Administrative Codes and other official regulations

- ❖ Knowledge of the DMH certification review process
- ❖ Strong organizational skills and the ability to meet deadlines for assigned tasks
- ❖ Proficiency in computer programs such as Outlook, Word, Excel, PowerPoint, and Adobe
- ❖ Experience with on-site agency reviews

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education/Licensure:

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

AND

Experience:

Eight (8) years of special experience defined below, 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:

Nine (9) years of special experience defined below, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs.

Special Experience/Education:

A valid license to practice as a Registered Nurse or Nurse Practitioner in the State of Mississippi.

Documentation Required:

Applicant must attach a valid copy of his/her license to practice as a Registered Nurse and/or Nurse Practitioner in the State of Mississippi.

Salary:

\$53,600.93 - \$93, 301.63

Deadline to apply: February 15, 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.