

**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, II
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.

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.
- Responsible for being Team Lead occasionally on certification site reviews.
- Responsible for written reports containing findings during on-site reviews.
- Presenting findings from on-site reviews in group meetings.
- 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.
- Provision internal and/or external training/presentations, as needed including provider technical assistance coordination.
- Processing request for waivers from DMH certified providers to DMH programmatic area(s), as well as those seeking certification.
- Processing applications for new services and programs to ensure they meet DMH Operational Standards, Record Guide or 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 and/or intellectual and development disorders.
- Frequent data input of provider information which includes verification of service(s)/locations, amendments, and certifications.
- Frequent travel required throughout the state with overnight stays on occasion. Travel/working outside of the office will consume approximately 40 – 50% 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
- ❖ Certification or Licensure (LPC, LMSW, LCSW, CMHT, etc.)
- ❖ Experience with on-site agency reviews

EXPERIENCE/EDUCATIONAL REQUIREMENTS

Education:

A Master'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;

OR

Education/Licensure:

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

AND

Experience:

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

Salary: \$46,509.56

Deadline to apply: October 8, 2019

Interested applicants must complete the application process through the Mississippi State Personnel Board at www.mspb.ms.gov. Instructions are detailed in the Job Seekers tab. This employment opportunity will appear in the Job Openings section on the site. 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.