



## **Request for Applications**

### ***CPSS Peer Ambassador***

**Contact: Toni Johnson**  
**MS Department of Mental Health**  
**239 North Lamar St.**  
**Jackson, MS 39201**  
**601-359-1288**  
**[Toni.Johnson@dmh.ms.gov](mailto:Toni.Johnson@dmh.ms.gov)**  
**Date: May 5, 2020**

**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 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, May 5, 2020
Resume Submission Deadline	Tuesday, May 19, 2020 10:00 a.m. CST
Interview Dates	Wednesday, May 27, 2020 Thursday, May 28, 2020
Selection Completed	Friday, May 29, 2020 by 4:00 p.m.

**Submissions/How to Apply**

To apply for this position, please submit your resume to Toni Johnson via email at [Toni.Johnson@dmh.ms.gov](mailto:Toni.Johnson@dmh.ms.gov) by 10:00 A.M. CST on Tuesday, May 19, 2020. 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**

The duties of the Peer Ambassadors include the following:

- partner with DMH to plan and develop a toolkit for consumer and family involvement in the public mental health system
- partner with DMH to develop an assessment for DMH Certified Providers to determine readiness to employ Certified Peer Support Specialists (CPSS)
- provide on-site technical assistance, as assigned by DMH staff, that focuses on supporting and/or enhancing the role of Peer Support Services and CPSS to DMH Certified Providers
- facilitating monthly teleconference(s), as assigned by DMH staff, to provide support to CPSS in assigned area of the State
- complete all required paperwork and submission to the Director of the Division of Recovery and Resiliency

## **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.

## **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 \$4000.00 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 July 1, 2020 with an end date of June 30, 2020.

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