

**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.
- Functioning as the primary Waiver Coordinator for the Division of Certification to process requests for waivers from DMH certified providers to DMH programmatic area(s), as well as those seeking certification.
- Interacting with people receiving services who may have a mental illness, substance use disorder and intellectual and development disorders.
- 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.
- 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.
- This position requires frequent off hour scheduling during applicable site visits of IDD, Mental Health, and Alcohol & Drug certified DMH providers to conduct nursing duties (i.e. observe self-medication administrations, conduct interviews, review withdrawal management services, etc.)
- Establishing rapport with employees from DMH certified providers as well as those seeking certification.

**Preference will be given to those with:**

- ❖ Considerable working knowledge of the DMH Operational Standards, Record Guide, Administrative Codes and/or other regulatory requirements.
- ❖ Knowledge of the DMH certification review process.
- ❖ Strong organizational skills and the ability to meet deadlines for assigned tasks.
- ❖ Proficiency adapting to current Certification computer programs and proficiency with 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:**

\$55,208.96 - \$96,615.68

**Deadline to apply: October 30, 2020**

**Note:** All interested applicants must complete the application process through NEOGOV with the Mississippi State Personnel Board at [www.mspb.ms.gov](http://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.