

**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**

**MH – Program Administrator IV
Bureau of Alcohol and Drug Addiction Services
Director of Peer Support Services**

This position is available in the MS Department of Mental Health's Bureau of Alcohol and Drug Services. The incumbent will serve as the State Director of Peer Support Services. The person will be responsible for the coordination of peer support training programs and daily management and coordination of services for grants for recovery support, peer support and acquiring more funding to benefit individuals in need of peer support services throughout the State.

Examples of work in this classification include, but are not limited to, the following:

- Program development for the Certified Peer Support Specialist Program.
- Supports the agency mission and goals through actions and statements with internal and external stakeholders.
- Remains current with trends in Peer Support and the implementation of new processes.
- Displays the ability and willingness to work with other offices and divisions to collectively complete assigned tasks or rectify problems.
- Markets the vision and work of the agency to various stakeholders.
- Actively listen to the needs of stakeholders and address issues in a timely and positive manner.
- Provides technical assistance as needed to community mental health centers and Certified Peer Support Specialist.
- Ensures effective mental health services are available across the State.
- Provides effective oral and written communications with providers.
- Completes effective data collection for state and federal grant reporting.
- Takes ownership of assigned tasks and management of the team.
- Other duties as assigned.

Preference will be given to those with:

- ❖ Experience in grant writing and grant management
- ❖ Time management and organizational skills
- ❖ Ability to manage multiple tasks
- ❖ High energy and strong interpersonal skills
- ❖ Strong communication and public speaking skills
- ❖ Experience working with Certified Peers
- ❖ Ability to work through adversity and hold self and others accountable for work actions

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in Public Health, Healthcare Administration, Social Services, Criminal Law or a directly related field;

Experience:

Eight (8) years of special experience defined below, two (2) years of which must have been in substance abuse treatment/prevention or a directly related field.

Education:

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

Experience:

Nine (9) years of special experience defined below, two (2) years of which must have been in substance abuse treatment/prevention or a directly related field.

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. In those bureaus where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Salary: \$55, 208.96

Deadline to apply: January 22, 2021

Note: must be submitted through the Mississippi State Personnel Board at www.mspsb.ms.gov. If you have questions, please contact Toni Johnson, 601-359-6244 or toni.johnson@dmh.ms.gov.