



Request for Applications

Coordinator for the Peer Bridger Project

**Contact: Toni Johnson
MS Department of Mental Health
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Jackson, MS 39201
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Date: February 17, 2021

Introduction

The Mississippi Department of Mental Health (MDMH) 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 Outreach Coordinator for the Peer Bridger Project is available at the Mississippi Department of Mental Health under the supervision of the Deputy Executive Director of State Operated Programs. This position will be responsible for the implementation, coordination and monitoring of the statewide Peer Bridger Program to improve the transition process from inpatient care to a community based level of care so as to decrease individuals’ need for readmission and increase the number of individuals who attend follow-up appointments by offering intensive peer support services. The Coordinator will be responsible for working with DMH staff and Community Mental Health Centers to expand the program statewide, provide assistance to grant recipients, and monitor and report outcomes on a monthly basis.

Deadlines/Timelines

Contract Worker RFQ Issue Date	Wednesday, February 17, 2021
Resume Submission Deadline	March 3, 2021
Interview Dates	March 8-11, 2021
Selection Completed	March 15, 2021

Submissions/How to Apply

To apply for this position, please submit your resume to Toni Johnson via email at toni.johnson@dmh.ms.gov by 10:00 A.M. CST on March 3, 2021. 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 outreach activities of the Peer Bridger Project under the direct supervision of the Deputy Executive Director of State Operated Programs.

Examples of Work

Examples of work performed in this position include, but are not limited, the following:

- Expanding the Peer Bridger program statewide, and monitor and
- Developing goals, objectives and outcomes related to the project to promote efficiency
- Developing partnerships
- Aiding grant recipients
- Improving service delivery
- Report outcomes on a monthly basis

Minimum qualifications:

A Master's Degree and seven (6) years of experience (two (2) of which must have been in functional administrative or oversight of statewide programs) is required.

OR

A Bachelor's Degree and eight (7) years of experience (two (2) of which must have been in functional administrative or oversight of statewide programs) is required.

Preference will be given to those with:

- ❖ Experience in the area of planning
- ❖ Knowledge of development of goals, objectives, outcomes, etc.
- ❖ Strong team building skills
- ❖ Working knowledge about the Mississippi Department of Mental Health
- ❖ Experience developing reports and tracking data
- ❖ Strong organizational skills
- ❖ Strong writing and editing skills
- ❖ Experience presenting to large and small groups of professionals, providers, and other community partners
- ❖ Experience planning and conducting meetings
- ❖ Experience developing budgets to grants management

Compensation and Hours Worked

The agency agrees that total contract compensation will be at a rate of up to \$26.00 per hour not to exceed an average of 32 hours per week for the contract period. The Contract Worker is subject to the proper withholding of state and federal income taxes and social security.

Selection Process

- The hiring department's 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 educational experience and work experience. After the interviews have been completed, the representative will select the top candidate for employment.

- All new employees of the Department of Mental Health are required to submit to a drug test. Persons found to be under the influence of alcohol or found to have used illegal drugs may be refused employment. In addition, employees are required to submit to fingerprinting and a background check. The nature and gravity of criminal offences may result in denied employment.

Evaluation Criteria

The following evaluation criteria will be utilized (100 point scale):

- Required educational experience – up to 30 points
- Required work experience – up to 50 points
- Examples of relevant work – up to 20 points

Contract Dates

The start date for this contract is estimated to be March 15, 2021 with an end date of March 14, 2022.

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