

**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 Director I
Bureau of Alcohol and Drug Addiction Services**

This position is available in the MS Department of Mental Health’s Bureau of Alcohol and Drug Addiction Services. The incumbent will serve as the Director of Opioid Services. This position includes administrative work which involves planning, developing, and oversight of opioid related services for those in need across the state. The incumbent's responsibilities include assisting and advising the Bureau Director in analyzing administrative problems that affect opioid services in the Bureau operations, as well as establishing, interpreting, and enforcing rules, regulations, and policies.

Additional responsibilities include but are not limited to the following:

- Manage opioid discretionary grants to include submissions of the annual plan, annual report, and coverage study.
- Provide oversight of the fiscal and programmatic activities of the treatment portion of the opioid grant.
- Provide program monitoring and technical assistance through site visits.
- Manage programmatic numbers and oversight for grant recipients.
- Manage information and programmatic numbers according to SAMHSA’s needs and legislative inquiries.
- Attend meetings with NASADAD and complete quarterly reports and requirements.
- Understand and use the WIT’s system, Microsoft Office, and database entry.
- Resolve issues of sub-grantees to ensure services are provided.
- Find solutions to unexpected problems.
- Supervise and ensure others meet expected deadlines.
- Manage employees and hold them accountable for their projects and reporting.
- Communicate and respond effectively to internal and external stakeholders.

Preference will be given to those with:

- ❖ Experience supervising professional staff
- ❖ Working knowledge and experience in opioid treatments and services
- ❖ Working knowledge and experience in federal and state grant administration
- ❖ Excellent presentation and problem-solving skills

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Doctoral Degree from an accredited four-year college or university in business administration, child development, communicative disorders, counseling, education, guidance and counseling, nursing, psychology, sociology, social work, special education, speech pathology, or a directly related field;

Experience:

Two (2) years of experience in work closely related to the described duties, of which three (2) years must have been in a supervisory capacity.

OR

Education:

A Master's Degree from an accredited four-year college or university in business administration, child development, communicative disorders, counseling, education, guidance and counseling, nursing, psychology, sociology, social work, special education, speech pathology, or a directly related field;

Experience:

Four (4) years of experience in work closely related to the described duties, of which three (3) years must have been in a supervisory capacity.

Salary: \$62,535.69

Deadline to apply: April 9, 2021

Interested applicants must submit their resume to the attention of Toni Johnson at the MS Department of Mental Health, 239 North Lamar Street, 1101 Robert E. Lee Building, Jackson, MS 39201 or via e-mail at Toni.Johnson@dmh.ms.gov. For additional information please contact Toni Johnson at 601-359-6244.