



## **Request for Applications**

### ***Contract Worker Bureau of Intellectual and Developmental Disabilities***

**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: April 7, 2021**

**Introduction**

The Mississippi Department of Mental Health (DMH) certifies, provides and/or financially supports a network of services for people with mental illness, substance use disorders and/or intellectual/developmental disabilities. 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 an Employment Specialist is housed within DMH’s Bureau of Intellectual and Developmental Disabilities (BIDD). BIDD is responsible for the planning, development, and supervision of an array of services for individuals in the state with intellectual and developmental disabilities (IDD). The public service delivery system is comprised of five state operated comprehensive IDD programs for individuals with IDD and the MS Adolescent Center. Specifically, the IDD Community Support Program makes community-based services available to individuals with IDD through a network of agencies certified by DMH.

**Deadlines/Timelines**

Contract Worker RFA Issue Date	April 7, 2021
Resume Submission Deadline	April 21, 2021 @ 4:00 PM CST
Interview Dates	May 3- 6, 2021
Selection Completed	May 7, 2021

**Submissions/How to Apply**

To apply for this position, please submit the attached application and your resume to Toni Johnson via email at [Toni.Johnson@dmh.ms.gov](mailto:Toni.Johnson@dmh.ms.gov) by 4:00 P.M. CST on April 21, 2021. You may also submit these documents via U.S. mail or hand delivery to the Mississippi Department of Mental Health, 239 North Lamar Street, 1101 Robert E. Lee Building, Jackson, MS 39201. 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).

## **Scope of Work**

- Assist in the development and implementation of the Intellectual/Developmental Disabilities (IDD) Community Support Program
- Conduct eligibility determinations for initial certification and enrollment in the IDD Community Support Program
- Approve changes in service for people enrolled in the IDD Community Support Program
- Determine continued eligibility for annual recertification for people enrolled in the IDD Community Support Program
- Provide technical assistance to providers certified to provide services as part of the IDD Community Support Program
- Participate in DMH certification and/or site visits

## **Minimum Qualifications**

### Education:

A Master's Degree from an accredited four-year college or university in a mental health related field; AND

### Experience:

Eight (8) years of special experience\*, two (2) years of which must have been in line or functional administrative supervision with oversight of statewide programs. OR

### Education:

A Bachelor's Degree from an accredited four-year college or university in a mental health related field; AND

### Work Experience:

Nine (9) years of special experience\*, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs.

*\* Special experience includes employment in an administrative/professional capacity. Special consideration will be given to applicants with a history of employment in IDD programs/services.*

## **Compensation and Hours Worked**

The agency agrees that total contract compensation shall be paid a fee not to exceed \$25.00 per hour with up to an average of 32 hours scheduled to work per week in accordance with the terms of this Contract. Amount is payable on a biweekly delayed payment schedule after completion of services and submission of the DMH required timesheet. 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 applications and 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. Interviews may be conducted via telephone or web-based program. After the interviews have been completed, the representative will select the top candidate for employment.

### *Evaluation Criteria*

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

- Required educational experience – 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 worker is July 1, 2021. The end date is June 30, 2022.

## **Questions/Request for Clarification**

All questions and requests for clarification must be submitted via email to [Toni.Johnson@dmh.ms.gov](mailto:Toni.Johnson@dmh.ms.gov).

The DMH will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

## **Equal Opportunity Statement**

DMH will select the candidate for these services without regard to political affiliation, race, color, disability, genetic information, religion, national origin, sex, religious creed, age or disability.