

**Mississippi Department of Mental Health
Bureau of Outreach, Planning and Development
239 North Lamar Street
1101 Robert E. Lee Building
Jackson, MS 39201**

MH Program Administrator II
(Division of Substance Use Treatment 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 State Women & Youth Services Coordinator in the Division of Substance Use Disorder Treatment Services. The position is responsible for the coordination of services for the Independent Peer Review program, Co-Occurring Disorders Technical Assistance Training program, as well as the daily management and coordination of the services for Youth and Adolescents with Substance Use Disorders, Pregnant Women with Substance Use Disorders, and Parenting Women with Substance Use Disorders.

MUST BE A LICENSED COUNSELOR

Responsibilities include but are not limited to:

- Monitoring and reviewing all Substance Use Treatment programs and services (particularly Adolescent Intensive Outpatient programs, Parenting Women with Dependent Children Substance Use Treatment programs) certified and funded by DMH through on-site SABG reviews for compliance to SAMHSA Guidelines, DMH Assurances, DMH Operational Standards, Record Guide and other official regulations.
- Acting as an in-house consultant/expert regarding Co-Occurring Disorders Services.
- Supervising project staff and services.
- Applying for related federal funding opportunities.
- Developing procurement documents for attained grants.
- Disseminating funds from grants to service providers.
- Evaluating and processing grant proposals submitted by providers.
- Collecting and monitoring monthly performance outcome data.
- Running data reports as needed.
- Providing technical assistance to providers.
- Collaborating with other agencies in a concerted effort to improve access to treatment for at-risk populations in Mississippi.
- This position requires occasional travel throughout the state with overnight stays on occasion.

Preference will be given to those with:

- ❖ License in Counseling.
- ❖ Considerable working knowledge on the ASAM Criteria, Dual Diagnosis Capable in Mental Health Treatment or Dual Diagnosis Capable in Addiction Treatment.
- ❖ Experience in grant writing and grant management.
- ❖ Documented experiences in the policy making area including state, federal, and local government agencies.
- ❖ Strong interpersonal skills.
- ❖ Strong organizational skills and the ability to meet deadlines for assigned tasks.
- ❖ Strong communication and public speaking skills.
- ❖ Proficiency with Outlook, Word, Excel, PowerPoint, and Adobe software.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's degree from an accredited four-year college or university

AND

Experience:

Seven (6) years of special experience defined below, two (2) years of which must have been in substance use treatment, prevention, or a directly related field.

Special Experience/Education:

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.

A valid license to practice as a Counselor in the State of Mississippi.

Documentation Required:

Applicant must attach a valid copy of his/her license to practice as a Counselor in the State of Mississippi.

Starting Salary: \$46,509.56

Deadline to apply: May 14, 2021

Interested applicants must complete the application process through the Mississippi State Personnel Board at www.mspb.ms.gov. Instructions are detailed in the Job Seekers tab. This employment opportunity will appear in the Job Openings section on the site. 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 or via e-mail at Toni.Johnson@dmh.ms.gov.