

Mississippi Department of Mental Health
239 North Lamar Street
1101 Robert E. Lee Building
Jackson, MS 39201

www.dmh.ms.gov
(601) 359-1288

**MH- Program Administrator II
Credentialing Coordinator
Division of Professional Licensure and Certification**

This position is available in the MS Department of Mental Health (DMH) Bureau of Certification and Quality Outcomes. The incumbent will serve as the Credentialing Coordinator in the Division of Professional Licensure and Certification (PLACE). The incumbent will assist in the administration of the five DMH state-wide professional credentialing programs. The Credentialing Coordinator has daily direct and indirect contact with individuals in the Mississippi state mental health system who submit applications and/or hold a DMH professional credential. Additionally, this individual has contact with appropriate personnel (Staff Development Officers) in the programs of the state mental health system regarding applicants and credential individuals.

Additional job duties and responsibilities include but are not limited to the following:

- Assist in the management, development, coordination, implementation, and evaluation of the Department of Mental Health's statewide professional credentialing programs.
- Assist the Division Director in managing the operations of the department.
- Serve as primary, statewide contact for information regarding DMH's credentialing programs ensuring to provide information/technical assistance regarding professional credentialing and related matters.
- Coordinate and facilitate functions of the PLACE Review Board and related functions.
- Schedule, manage, administer, score and report standardized tests for professional credentialing programs.
- Review, evaluate, process, and prepare applications for professional credentials.
- Process biennial renewals of professional credentialing programs.
- Serve as a PLACE database implementation specialist.

Preference will be given to those with:

- ❖ Familiarity with the Department of Mental Health professional credentialing programs
- ❖ Database management experience
- ❖ Experience with learning management systems (ex. Relias Learning)
- ❖ Experience utilizing Microsoft Office Suite (Access, Excel, Outlook, PowerPoint, Publisher, Word)

EXPERIENCE/EDUCATIONAL REQUIREMENTS

Education/Experience:

A Master's Degree from an accredited four-year college or university; **AND** six (6) years of special experience defined below, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs;

OR

Education/Experience:

A Bachelor's Degree from an accredited four-year college or university; **AND** seven (7) years of special experience defined below, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs.

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: \$46, 509.56

Deadline to apply: August 10, 2021

Applications 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.