

**Mississippi Department of Mental Health
Bureau of Intellectual and Developmental Disabilities
239 North Lamar Street
1101 Robert E. Lee Building
Jackson, MS 39201**

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

**MH Program Administrator III
Data Specialist**

This position is available in the MS Department of Mental Health's Behavioral Health Services and the incumbent will report to the Chief Clinical Officer. The incumbent will be responsible for the entry, maintenance, and oversight of data for the Division of Adult Services; working closely with the Director of Planning and Communications on the Strategic Plan; working closely with the State Planner/Grant Writer; completing job tasks that require proficiency utilizing Excel, Access, and/or another statistical program (e.g., SPSS, SAS). The position will also require the incumbent to work with community mental health services across the state; reviewing grants from community service providers; reviewing policies and procedures for community service providers and new interested providers; completing program development and evaluation; conducting trainings; and providing technical assistance as needed.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education/Licensure:

A Master's Degree from an accredited four-year college or university; **AND**

Experience:

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; **OR**

Education/Licensure:

A Bachelor's Degree from an accredited four-year college or university; **AND**

Experience:

Eight (8) 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.

Preference will be given to those with:

- ❖ Direct experience working with people with serious mental illness.
- ❖ A minimum of two (2) years of experience in data entry and analysis
- ❖ Excellent written and verbal communication skills
- ❖ Experience utilizing Excel, Access, and/or another statistical program (e.g., SPSS, SAS).
- ❖ Familiarity with the Department of Mental Health Operational Standards
- ❖ Skillset for generating reports
- ❖ Experience working in community mental health
- ❖ Proven ability to develop training and technical assistance procedures
- ❖ Knowledge of person-centered thinking and practices

Salary: \$50,431.39

Deadline to apply: August 20, 2021

Note: All interested applicants must submit their resume to the attention of Toni Johnson at Toni.Johnson@dmh.ms.gov or mail to 239 North Lamar St., 1101 Robert E. Lee Building, Jackson, MS 39201.

If you have questions, please contact Toni Johnson at the MS Department of Mental Health 601-359-6244.