



Request for Applications

Mental Health Awareness Training (MHAT) Grant Program Coordinator Division of Outreach and Training

**Contact: Toni Johnson
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Introduction

The Mississippi Department of Mental Health (MDMH) certifies, provides and/or financially supports a network of services for people with mental illness, intellectual/developmental disabilities, substance use disorders and/or other dementia. It is DMH’s goal to improve the lives of Mississippians by supporting a better tomorrow...one person at a time.

In September 2021, the Mississippi Department of Mental Health (DMH) received the FY21 Mental Health Awareness Training Grant from the Substance Abuse and Mental Health Services Administration. This five year, \$125,000 per year, grant allows DMH to provide Mental Health First Aid training to educators, parents, caregivers, and front-line workers throughout the state of Mississippi. The grant is managed, and this contract employee position will be housed in the Division of Outreach and Training at DMH. The Division of Outreach and Training is housed in the Office of the Chief of Staff and oversees various public awareness campaigns, external trainings, suicide prevention efforts and a variety of special projects.

This contractual position is available in the Mississippi Department of Mental Health’s (DMH) Division of Outreach and Training. The grant funded position will be responsible for leading and managing the training and implementation of the FY21 Mental Health Awareness Training (MHAT) Grant in Mississippi.

Deadlines/Timelines

Contract Worker RFQ Issue Date	Friday, September 17, 2021
Resume Submission Deadline	Tuesday, October 5, 2021 @ 10:00 AM CST
Interview Dates	October 6-14, 2021
Selection Completed	October 15, 2021

Submissions/How to Apply

To apply for one of these positions, please submit your resume to Toni Johnson via email at toni.johnson@dmh.ms.gov by 10:00 A.M. CST on October 5, 2021. Resumes received after this date and time will not be considered for a 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).

Examples of Work

Examples of work performed in this position include, but are not limited, the following:

- Ensuring that all tasks related to the goals and objectives of the project are accomplished in a timely manner.
- Managing the statewide coordination of all trainings.
- Providing coordination of outreach activities and resources development.
- Planning, directing, and coordinating all program services.
- Overseeing policies, procedures related to, and fidelity of the Mental Health First Aid training.
- Establishing meetings with co-instructors.
- Monitoring training supply inventory of all grant partners to ensure timely and fiscally responsible procurement of needed materials.
- Writing, receiving approval from supervisor, and submitting all required reports to the Substance Abuse and Mental Health Services Administration (SAMHSA) in a timely manner.
- Interacting with various partners in gathering reporting data.
- Developing relationships with community partnering agencies.

Minimum Qualifications

Education:

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

AND

Experience:

Minimum five (5) years of experience in the mental health field and at least two (2) years of experience providing outreach, engagement, and services to educators, law enforcement, and the general public.

Preference will be given to those with:

- Working knowledge of the state's mental health system.
- Experience providing training to various populations.
- Mental Health First Aid Certification.
- Experience in tracking data.

Skills required:

- Strong organizational skills and the ability to multi-task.
- Proficiency in Microsoft Office (Outlook, Excel, and PowerPoint, in particular).
- Time management skills and the ability to prioritize work.
- Excellent communication skills, both written and verbal.

Compensation and Hours Worked

The agency agrees that total contract compensation with a salary of \$42,492.63 per contractual year. The contractor will work an average of 40 hours per week. The Contract Worker is subject to the proper withholding of state and federal income taxes and social security.

Selection Process

- The hiring department’s representative will review all 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. After the interviews have been completed, the representative will select the top candidates for employment.
- All new employees of the Department of Mental Health are required to submit to a drug test. Persons found to be under the influence of alcohol or found to have used illegal drugs may be refused employment. In addition, employees are required to submit to fingerprinting and a background check. The nature and gravity of criminal offences may result in denied employment.

Evaluation Criteria

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

- Required educational experience – up to 30 points
- Required work experience – up to 50 points
- Examples of relevant work – up to 20 points

Contract Dates

The start date for this contract is estimated to be November 1, 2021.

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