

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

**MH Bureau Director
(Bureau of Behavioral Health Services)**

Under the direct supervision of the Chief Clinical Officer of Behavioral Health Services of the Mississippi Department of Mental Health, this position assists the agency's leadership team in community-based programmatic services, as well as alcohol and drug addiction services certified and monitored by the agency. Work involves formulating, directing, and controlling the operations of a bureau through division directors and other subordinate personnel. Incumbent establishes objectives, standards, and control measures within the context of broad, general policy guidelines for programs having significant statewide impact. Incumbent also determines major departmental policy and provides input into other significant agency operations.

The Bureau of Behavioral Health Services is responsible for the administration of state and federal funds utilized to develop, implement, and expand a comprehensive continuum of community services for behavioral health. The Bureau of Behavioral Health Services oversees the funding and operations for services utilized by adults with serious mental illness, children with serious emotional disturbance, as well as individuals struggling with alcohol or drug addiction and peer support training. The goal of the Bureau is to assist people to live successfully at home and in their own community. This includes intensive community supports, crisis residential services, primary residential services, supported employment, peer support, housing, and other supports and services in the community for adults and children/youth. These services are provided by community mental health centers, community service providers, primary residential centers, and other certified providers. The Bureau Director is responsible for the supervision of the following areas:

- The Division of Adult Mental Health Community Services is responsible for program development and grant funding to community providers to execute the state's mental health system for adults with SMI living in the community. This includes providing technical assistance to providers.
- The Division of Children and Youth Mental Health Services is responsible for program development and grant funding to community providers to execute the state's mental health system for children & youth with SED living in the community. This includes providing technical assistance to providers.
- The Division of Substance Use Prevention is responsible for the development, implementation, supervision of prevention services and supports for adults and youth with substance use disorders. This includes providing technical assistance to providers.
- The Division of Substance Use Treatment is responsible for the development, implementation, supervision of treatment services and supports for adults and youth with substance use disorders. This includes providing technical assistance to providers.
- The Division of Peer Recovery and Resiliency is responsible for the development, implementation, and supervision of trainings and certifications related to peer recovery and resiliency for mental health and substance use service agencies.

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

- Collaborates with the executive leadership team to play a key role in the overall development, strategic planning, service delivery, and management of community-based services.
- Promotes a leadership culture that listens, encourages participation, and communicates effectively.
- Performs all functions and exercises full authority necessary in administering the operations of a multiple division bureau.
- Plans, directs, and coordinates the activities of a bureau through division directors and other subordinate personnel.
- Formulates policies, rules, and regulations as necessary.
- Directs fiscal and budgeting activities of federal and state grants within the bureau. Approves budget requests and expenditures. Provides oversight of the federal mental health block grants.
- Gives administrative leadership to all phases of programs within the bureau.
- Serves as liaison between the executive director, deputy executive director, Chief Clinical Officer, and the various divisions of the bureau.
- Ensures coordination of activities of the bureau with other bureaus within the agency.
- Maintains effective public relations with other state agencies and the public, including interpretation and advocacy of agency policy.
- Listens to the needs of stakeholders and addresses the issues in a timely and positive manner.
- Supports the fidelity reviews for core community-based mental health services and supports. Ensures that services are provided using best practices and evidence-based principles. Reviews outcomes measures in grants to DMH Certified Providers.
- Works with various advisory councils at the state, local, and national level, on mental health, coordinating the efforts of the Department and other organizations, and agencies involved in behavioral health.
- Establishes and maintains a high level of care and respect for, and communication with all DMH staff and DMH Certified Providers. Builds and maintains strong working relationships with DMH staff, as well as external stakeholders. Creates a work climate that emphasizes collective team performance.
- Other duties as identified.

Preference will be given to those with:

- Experience and knowledge of behavioral health community-based services including mental health and substance use treatment and prevention.
- Experience and/or knowledge of writing and managing grants, both fiscal/budgeting and outcome measures/data tracking.
- At least two years of direct supervisory experience
- Program development, data analysis, and performance management experience.
- Excellent organizational and interpersonal skills.
- Exceptional verbal and written communication skills, with astute ability to articulately present material in front of large audience.
- Team-player outlook. Strong project management and problem-solving skills with impeccable multi-tasking abilities.
- Ability to be flexible to the daily changing needs within the state's mental health system and to handle obstacles with compassion and resolve.
- Working knowledge about the Mississippi Department of Mental Health.
- Knowledge of evidence-based and best practices.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Doctoral Degree from an accredited four-year college or university psychology, social work, sociology, rehabilitation, public health administration, or related field; **AND**

Experience:

Six (6) years of experience in work directly related to the above-described duties, two (2) years of which were in an administrative position; **OR**

Education/Licensure:

A Master's Degree from an accredited four-year college or university in psychology, social work, sociology, rehabilitation, public health administration, or related field; **AND**

Experience:

Seven (7) years of experience in work directly related to the above-described duties, two (2) years of which were in an administrative position.

Licensure, Certification, and/or Registration Requirements

Licensed DMH Administrator, Licensed Nursing Home Administrator, Certified IDD Therapist OR Certified Mental Health Therapist required.

Starting Salary: \$80,033.64

Deadline to Apply: October 15, 2021