



Request for Applications

Peer Bridger Project Coordinator Behavioral Health Services

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.

The purpose of the Peer Bridger Project is to improve the transition process from inpatient care to a community-based level of care; improve quality of life; reduce the need for readmissions and increase the number of individuals who attend follow-up appointments. Intensive peer support services are provided by State Certified Peer Bridger Support Specialists who have had experience living with mental health and substance use challenges.

The Peer Bridger Project Coordinator is responsible for the implementation, coordination and monitoring of the statewide Peer Bridger Project. The Coordinator will support the continuing efforts to transform the system to incorporate recovery centered practices and assist with further development of and training for Peer Bridger staff. Specifically, the Peer Bridger Project Coordinator is responsible for working with community mental health centers (CMHCs) and Behavioral Health Programs to expand the program statewide and aid all Peer Bridger programs.

This contractual position for Peer Bridger Project Coordinator is available in the Mississippi Department of Mental Health’s (DMH) Bureau of Behavioral Health, Division of Peer Support Services.

Deadlines/Timelines

Contract Worker RFQ Issue Date	Monday, November 29, 2021
Resume Submission Deadline	Tuesday, December 13, 2021 @ 10:00 AM CST
Interview Dates	January 3-7, 2022
Selection Completed	January 14, 2022

Submissions/How to Apply

To apply for this position, please submit your resume to Toni Johnson via email at toni.johnson@dmh.ms.gov by 10:00 A.M. CST on December 13, 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:

Project Development

- Develop goals, objectives, and outcomes for the Peer Bridger Project
- Coordinate the development, implementation, and maintenance of policies and procedures for the Peer Bridger program, consistent with all applicable state and federal requirements
- Develop partnerships statewide
- Develop and implement strategies to improve service delivery
- Support the outreach activities of the Peer Bridger Project

Peer Bridger Programs Oversight

- Conduct Monthly meetings with agencies
- Conduct Site Visits
- Develop status reporting forms
- Collects monthly/quarterly/yearly Peer Bridger data
- Complete monthly/quarterly/yearly Peer Bridger reports
- Monitor and report performance outcomes
- Maintain and track a statewide data base of Peer Bridger Support Specialist, including Certification
- Assist in job connections
- Ensure compliance to grant requirements
- Ensure peer Bridger are certified

Grants Management

- Develop and negotiate service contracts with Peer Bridger providers.
- Ensure comprehensive monitoring, oversight and evaluation of the Peer Bridger programs.
- Develop all needed reports for Peer Bridger programs as required by the funding source/RFP.
- Disburse grants
- Oversee grant budget
- Monitor grant and grantees
- Provide grant TA assistance to recipients

Services to Peer Bridger Program

- Coordinate and/or provide consultation, technical assistance and coaching to assure that the Peer Bridger model and approaches are implemented and adhere to best practice standards.
- Effectively engage and provide consistent contact and feed back to providers
- Assist programs with the development of policy manuals, job descriptions and other necessary tasks to effectively administer the Peer Bridge program.

Training

- Coordinate with Peer Bridger programs to provide training
- Facilitate Peer Bridger trainings, “Train-the-Trainer” sessions, refresher courses/continual education courses
- Coordinate with the DMH and Peer Bridger staff to promote further development of, and training for, the Peer Support Specialist workforce.
- Assist with identifying training needs
- Conduct trainings for Peer Bridger support specialists and supervisors
- Coordinate on-site and virtual trainings across the state.
- Coordinate and/or provide Peer Bridger certification trainings.
- Ensure trainings provide continuing education credits and certificates of attendance

Minimum Qualifications:

Education:

A Bachelor's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency; AND

Experience:

Three (3) years of experience related to the above-described duties, one (1) year of which must include line or functional supervision.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency);

AND

Experience:

Seven (7) years of experience related to the above-described duties, one (1) year of which must include line or functional supervision.

Preference will be given to those with:

- Knowledge of Peer Bridger programs
- Demonstrated leadership skills
- Knowledge of behavioral health recovery principles and practices
- Demonstrated ability and work experience to develop program/policy recommendations
- Demonstrated experience working with the Peer Support workforce and/or consumer advocacy organizations
- Demonstrated ability to provide presentations, trainings, and/or technical assistance to groups
- Excellent interpersonal skills
- Good organizational skills and ability to manage multiple tasks simultaneously

- Strong verbal and written communication skills
- Ability to write complex analytical or program evaluation reports
- Ability to manage necessary activities within a budget

Compensation and Hours Worked

The agency agrees that total contract compensation will have an hourly rate of \$15.00 per hour. The contractor will work an average of 32 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.

Upon contingent employment offer, employees are required to submit to fingerprinting and a background check, pre-employment drug testing, and submission of proof of COVID-19 vaccination or an accommodation request.

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 February 1, 2022.

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