



Request for Applications

Crisis System Service Coordinator Branch of Coordinated Care

**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.

This contractual position will be employed in the Mississippi Department of Mental Health's (DMH) Branch of Coordinated Care. The position will be responsible for expanding collaboration among all partners in Mississippi's behavioral health crisis system of care. The incumbent will coordinate continuity of care efforts for individuals served by behavioral health services throughout the state and coordinate 988 implementation efforts.

Deadlines/Timelines

Contract Worker RFQ Issue Date	Thursday, January 6, 2022
Resume Submission Deadline	Thursday, January 20, 2022 @ 4:00 PM CST
Interview Dates	February 1-4, 2022

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 4:00 P.M. CST on January 20, 2022. 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:

- Serve as the State coordinator to enhance engagement and coordination among key community partners such as Community Mental Health Center's Mobile Crisis Response Teams, Crisis Stabilization Units, Lifeline centers, law enforcement, court systems, emergency departments, hospitals, and other behavioral health providers.
- Coordinate continuity of care efforts for individuals served throughout the crisis system.
- Establish and coordinate partnerships with the crisis lines, providers, and 911 dispatch.
- Develop collaborative partnerships with community providers.
- Coordinate 988 implementation in the state.
- Conduct site visits as needed.

- Develop state plans for coordination and administration of behavioral health service delivery system.
- Represent the interests of DMH under the direction of the Director of the Branch of Coordinated Care and facilitate cooperation in the delivery of behavioral health crisis services.

Minimum Qualifications

Education:

A Master’s Degree from an accredited four-year college or university in public administration, business administration, hospital administration, health care administration, education, psychology, or a related field; **AND**

Experience:

Six (6) years of administrative or professional experience, three (3) of which must have been administrative experience in a program serving people with behavioral health and/or intellectual and developmental disabilities.

OR

Education:

A Bachelor’s Degree from an accredited four-year college or university in a health-related, education, or business administration field; **AND**

Experience:

Seven (7) years of administrative or professional experience, three (3) of which must have been administrative experience in a program serving people with behavioral health and/or intellectual and developmental disabilities.

Skills required:

- Strong organizational skills and the ability to multi-task.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
- Time management skills and the ability to prioritize work.
- Ability to manage and prioritize multiple and simultaneous requests.
- Excellent communication skills, both written and verbal.

Preference will be given to those with:

- A working knowledge of the state’s mental health system.
- Experience working in the behavioral health crisis system.

Compensation and Hours Worked

The agency agrees that total contract compensation with a salary of \$74,800.00 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 begin February 21, 2022. This contractual position has been funded for two years.