



Request for Applications

State Behavioral Health Peer Bridger Program Developer

**Contact: Toni Johnson
MS Department of Mental Health
239 North Lamar St.
Jackson, MS 39201
601-359-1288
toni.johnson@dmh.ms.gov
Date: March 22, 2022**

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 contractor will be employed in the Mississippi Department of Mental Health's Behavioral Health Services. They will work exclusively with Mississippi State Hospital at Whitfield and East Mississippi State Hospital in Meridian to assist in the development and implementation of the Peer Bridger Program.

Deadlines/Timelines

Contractor RFA Issue Date	Tuesday, March 22, 2022
Resume Submission Deadline	Tuesday, March 29, 2022 @ 4:00 PM CST
Anticipated Contract 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 March 29, 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:

- The Contractor will assist the Behavioral Health programs in implementing and achieving the goals, objectives, and outcomes intended for the Peer Bridger program.
- The Contractor will have a working relationship with the Community Mental Health Centers in the Behavioral Health Programs catchment area.
- The Contractor will assist in various required trainings.
- The Contractor will assist with compiling monthly reporting required for the Peer Bridger Program.
- The Contractor will perform other duties as assigned and mutually agreed on for the Peer Bridger Program development and support.

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.

Required Certifications/Trainings:

- Documentation of training/experience in Personal Outcome Measures (POM) must be provided.
- Documentation of training/experience in Wellness Recovery Action Plans (WRAP) and community resources

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.

Compensation and Hours Worked

The agency agrees the contractor will be compensated at a rate of \$20.00 per hour. The contractor will work an average of 20 hours per week. The Contractor is subject to the proper withholding of state and federal income taxes and social security. The contract rate is all inclusive and does not allow for travel reimbursement. All travel and associated cost will be the responsibility of the contractor.

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.
- All new employees must provide documentation of full COVID-19 vaccination, or an accommodation request related to vaccination status.

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 April 1, 2022. This contractual position has been funded for \$5,000.00.