

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

**www.dmh.ms.gov  
(601) 359-1288**

**Admin Support Specialist  
Office of Utilization Review**

This position is available in the MS Department of Mental Health's (DMH) Office of Utilization Review (OUR) which is part of the Bureau of Certification & Quality Outcomes. The OUR reviews the utilization of behavioral health services and intellectual and developmental disability services for state-operated programs and key community-based services to prevent unnecessary institutionalization and readmission prevention. This position will be supporting the OUR team in a fundamental administrative aspect with data collection/reporting, managing OUR phone calls, initially processing team travel, supply acquisition, scheduling aide for meetings/trainings/audits, and records management/development. Additional special required skills needed in this position include working with data workbooks in excel and the ability to quickly learn software elements for report/data exportation.

The position will be responsible for various duties assigned as a member of the DMH OUR team and will report to the office director.

**Preference will be given to those with:**

- ◆ Proficiency in computer programs such as Excel, PowerPoint, Outlook, Word, and Adobe.
- ◆ Report compilation and data management experience.
- ◆ General data analysis and presentation experience.
- ◆ Excellent organizational, multi-tasking, and interpersonal skills.
- ◆ Excellent verbal and written communication skills.
- ◆ Working knowledge about the Mississippi Department of Mental Health.
- ◆ Experience and/or working knowledge of direct behavioral health and IDD services.
- ◆ Effective team player with phone etiquette and call management skills.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:**

A Bachelor's Degree from an accredited four-year college or university; AND

**Experience:**

Three to Five (3-5) years of experience related to the above-described duties,

**Start Salary:** \$33,600.00

**Deadline to apply:** July 8, 2022

Please submit your resume' to [Toni.Johnson@dmh.ms.gov](mailto:Toni.Johnson@dmh.ms.gov). Interested applicants must also complete the application process through the Mississippi State Personnel Board at [www.mspb.ms.gov](http://www.mspb.ms.gov). Instructions are detailed in the Job Seekers tab. This employment opportunity will appear in the Job Openings section on the site. Please submit a resume with your application.

If you have questions, please contact Toni Johnson at the MS Department of Mental Health 601-359-6244 or via e-mail at [Toni.Johnson@dmh.ms.gov](mailto:Toni.Johnson@dmh.ms.gov).