

REQUEST FOR APPLICATIONS (RFA)

988 Project Director 988 Fiscal Year 2024 Cooperative Agreement to Improve Local 988 Capacity 20-40 hours per week

The Department of Mental Health is seeking to establish a service contract for the services of 988 Project Director for the **988 Fiscal Year 2025 Cooperative Agreement to Improve Local 988 Capacity**. **This contract will be a two-year term agreement. Payment will only be made for hours worked.**

The term of the contract shall be a two (2.5) year agreement with funds available for renewal through December 2026 at the time of contracting. Payment and performance obligations for succeeding fiscal periods are available through appropriation of funds. The rate of pay shall be \$40.00 per hour.

This contractual position is available in the Mississippi Department of Mental Health. The Department of Mental Health certifies, provides, and/or supports a network of services for people with mental illness, intellectual/developmental disabilities, and substance use disorders. The 988 Project Director provides administrative oversight, budget management, and accurate reporting of the Substance Abuse and Mental Health Services Administration (SAMHSA) FY25 Agreement to Improve Local 988 Capacity grant for Mississippi.

The Mississippi Department of Mental Health was awarded funding for the purpose of improving the state's response to 988 contacts (including calls, chats, and texts) originating in the state. The grant provides resources to: (1) enhance recruitment, hiring, and training of 988 workforce to meet at minimum 90% state or territory calls, chats, and texts demand, (2) implement additional technology and security measures to fully support 988 infrastructure and effective coordination across the crisis continuum; (3) improve 988 support and service for high risk and underserved populations, and (4) develop and implement comprehensive quality assurance plans, to include identification and review of critical incidents; and (5) develop and implement comprehensive 988 communication plans in line with SAMHSA's 988 partner toolkit. The Project Director will be responsible for overseeing all grant activities.

Scope of Services

Primary job duties for the incumbent will include, but are not limited to the following:

- Supervise all grant activities and staff.
- Oversee activities, staff, data analysis, and fiscal monitoring of grant.
- Manage administrative and budget changes occurring during the awarded project/grant period.
- Develop and maintain systems for data collection, recordkeeping, and tracking of project/grant requirements and creates reports, summaries, and analyses as required.
- Adhere to grant deadlines for reports and activities.
- Maintain collaborative relationships between Department of Mental Health, SAMHSA, 988 Lifeline Centers, Vibrant, and community stakeholders.
- Review all final reports and data submissions to SAMHSA.
- Approve timeline activities for completion.

Minimum Educational/Experience Requirements

Master's degree from an accredited institution and ten years of experience in a health-related experience. Preference will be given to candidates with experience managing grants.

Skills and Knowledge Required: Thorough understanding of evaluation and evidence-based programming; experience in high-level program management including personnel management and budgeting; good negotiation skills; and competency in using Microsoft Office Suite products.

Salary: \$40 per hour

Schedule: This position is allowed a flexible schedule within a Monday – Friday, 8:00 am – 5:30 pm, framework and a minimum of 20 hours each week.

The Mississippi Department of Mental Health provides equal employment opportunities to all employees and applicants for employment.

The deadline for receiving resumes is 1:00 p.m. CST on Thursday, May 30, 2024, at which time they will be reviewed and matched with the criteria stated in the RFIN documents. Resumes received after the specified time may be rejected and returned to the offeror unopened.

Address all submissions to:
Mississippi Department of Mental Health
Attention: MarQuaita Lampkin
239 North Lamar Street, Suite 1001
Jackson, MS 39201

The Department of Mental Health reserves the right to waive minor informalities and to reject any and all offers.