

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

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

MH-PROGRAM ADMINISTRATOR IV
Registered Nurse
(Bureau of IDD)

This position is available in the MS Department of Mental Health's Bureau of IDD.

MUST BE A REGISTERED NURSE.

This is senior-level administrative work in which the incumbent has statewide oversight of a federal or state funded program located in one or more of the numerous community mental health regions around the state. The work involves formulating, regulating, and evaluating the performance of the program through local directors and their subordinate personnel. Incumbent exercises final authority in establishing objectives, standards, and control measures for programs, which are broad in scope and major in impact. Incumbent also determines policy in own area of expertise and provides input into other phases of bureau and agency operations. Internal and external contacts are made to provide and exchange information, coordinate activities, and provide assistance and guidance. Work is subject to infrequent review through conferences and reports to the Bureau Director and/or Executive Director to whom the incumbent reports.

Minimum qualifications:

Education:

A Master's Degree in nursing;

AND

Experience:

Four (4) years of experience in nursing as a Registered Nurse/Nurse Practitioner, of which at least two (2) years must be in the area of supervision and licensure as required below.

OR

Education:

Graduation from a state approved nurse practitioner program with credentials (certification);*

AND

Experience:

Four (4) years of experience in nursing as a Registered Nurse/Nurse Practitioner, of which at least two (2) years must be in the area of supervision and licensure as required below.

OR

Education:

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

AND

Experience:

Five (5) years of experience in nursing as a Registered Nurse, of which at least two (2) years must be in the area of supervision and licensure as required below.

OR

Education:

Graduation from a three-year diploma or a two-year Associate Degree nursing program;

AND

Experience:

Six (6) years of experience in nursing as a Registered Nurse, of which at least two (2) years must be in the area of supervision and licensure as required below.

Certification/Licensure Requirements:

Must have a valid license to practice as a Registered Nurse and/or Nurse Practitioner in the State of Mississippi.

*Must possess approved certificate in area of practice.

Documentation Required:

Applicant must attach a valid copy of his/her license to practice as a Registered Nurse and/or Nurse Practitioner in the State of Mississippi.

However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the DMH HR Director in writing, identifying the related education and experience, which demonstrates the candidate's ability to perform all essential functions of the position.

Salary:

\$53,600.93 - \$93,301.63 Annually

Deadline to apply: June 14, 2016

Please print and complete a copy of the MS State Employment Application available at

<http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>.

Do NOT mail to the Mississippi State Personnel Board. Mail to the address at the top of this page or deliver to Human Resources, Robert E. Lee Building Suite 1101 during regular business hours or e-mail to ina.jordan@dmh.state.ms.us.

If you have questions, please contact the Division of Human Resources, MS Department of Mental Health, 601-359-1288.