

**Tennessee Department of Mental Health and Substance Abuse Services
Division of Administrative and Regulatory Services, Office of Licensure
Assistant Director**

Job Announcement: Assistant Director (Executive Administrative Assistant 2), Executive Service, Salary Grade ESPP 108, Salary Range \$3,737 to \$6,727.

Responsibilities:

- Assist the Director of Licensure in the management of the TDMHSAS Office of Licensure;
- Assist in the Office of Licensure's efforts to appropriately regulate licensed behavioral health agencies' care of vulnerable ;
- Oversee the Office of Licensure investigation process to ensure the offices' compliance with Incident Guidelines, Policies and Procedures and legal requirements;
- Administratively oversee the State of Tennessee TDMHSAS Abuse Registry investigation and placement process of licensed community or state hospital based individuals; and
- Assist the Office of the General Counsel & Office of Licensure by administratively preparing legal documents and by assisting in, and/or by orally conducting hearings for, TDMHSAS legal matters.

Minimum Qualifications:

- Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of professional legal, regulatory, or administrative experience.

Individuals with the following skills/experiences are preferred:

- Significant legal experience and/or a Juris Doctorate degree.
- Experience working in federal and/or state and/or local government.
- Experience interpreting policies, administrative rules, state and/or federal law, and/or procedural provisions for a government entity
- Experience working with vulnerable populations.
- Strong work ethic and self-motivated with ability to work well on a team or independently.
- Organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines and in fast-paced environment.
- Excellent written and oral communication skills.

Qualified and interested candidates should send a cover letter and resume to Alex.King@tn.gov.

Closing: Resume/Application must be received on or before June 17, 2016. Applications will not be accepted after June 17, 2016.