



CULLMAN COUNTY COMMISSION

VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	5/19/2025	POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)
JOB TITLE	MENTAL HEALTH COORDINATOR	
DEPARTMENT	PROBATE OFFICE	
STATUS	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal Office Hours, Monday-Friday. Required to be on-call and work after hours as needed. Occasional Overtime may be required.	
PAY GRADE	Grade C8, Step TBD (based on skills/experience)	
POSITION DESCRIPTION	The employee acts as primary Probate Office contact for all commitment calls regarding individuals with mental health issues or any other issue that may require an individual to be placed in the care of a mental health facility. Responds to commitment calls and follows through until completion following departmental policies and procedures. Coordinates intake, transport, hearings, petitions, evaluations, releases and discharges of Respondent following defined Probate Office protocol. Also works as a Probate Court Clerk when not performing mental health commitment duties.	
REQUIREMENTS FOR POSITION	<ul style="list-style-type: none"> • Knowledge of mental health procedures. • Knowledge of office procedures and filing systems. • Reading skills to comprehend computer manuals, regulations, directions and reports. • Writing skills to neatly complete and/or compose various forms and reports. • Ability to work independently and manage emergency situations. • Ability to communicate effectively with co-workers, outside agencies and the general public. • Ability to follow oral and written instructions. • Must be willing to be on-call and work overtime as needed. • Must have the ability and patience to work with individuals with special needs. • Must be able and willing to receive additional training as required. • Must possess a valid Alabama driver's license and have a driving record that meets standards set by the County's insurance carrier. 	
EDUCATION	Must possess a high school diploma (or equivalent) along with some college psychology and business courses along with work related experience preferred; however, any combination of education and work experience which provides the qualifications listed above will be considered.	
HOW TO APPLY	<p>Employment applications are available on our website at www.co.cullman.al.us , or from the Personnel Department at the County Courthouse, 500 2nd Ave SW-Room 109, Cullman, AL 35055.</p> <p>Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:</p> <p style="text-align: center;"> Mailed to: 500 2nd Ave SW, Cullman, AL 35055 Emailed to: personnel@co.cullman.al.us Faxed to: (256) 775-4670 The Personnel Department may be contacted at (256) 775-4891 </p>	

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