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GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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LYNN T. BESHEAR
COMMISSIONER

EMPLOYMENT OPPORTUNITY

JOB TITLE: Advocate II **NUMBER:** 19-67
JOB CODE: Q7000 **DATE:** December 6, 2019
SALARY RANGE: 73 (\$39,280.80 - \$59,556.00) **PCQ#:** 8813224

JOB LOCATION: **Advocacy Service Area I North – Decatur, AL**

An office will be maintained in the Decatur Area. Services will be provided to individuals receiving mental health, intellectual disability, and/or substance use disorder services in community programs certified by the ADMH in the 15-county region of Service Area I (Counties include: Lauderdale, Colbert, Lawrence, Morgan, Jackson, Marshall, Calhoun, Dekalb, Cherokee, Franklin, Limestone, Madison, Cullman, Etowah, and Cleburne).

MINIMUM QUALIFICATIONS:

- Bachelor's degree in one of the social or behavioral sciences, special education, nursing, criminal justice, or related field.
- 36 months or more paid experience in disability advocacy work.

NOTE:

- Experience as an individual with serious mental illness, intellectual disability or substance use disorder, or family member/caretaker of an individual with serious mental illness, intellectual disability or substance use disorder may be substituted for degree requirements on a year for year basis. (**This experience must be in addition to the three-year work experience requirements as stated above.**)

NECESSARY SPECIAL REQUIREMENTS:

- Must demonstrate knowledge and experience in using a personal computer and related software programs.
- Must have a valid driver's license to operate a vehicle in the State of Alabama. Frequent daytime travel with some evening or overnight travel is required.

KIND OF WORK:

- Conducts investigations of alleged rights violations.
- Participates in ADMH certification reviews of rights standards.
- Conducts periodic monitoring of rights issues in ADMH community certified programs.
- Prepares comprehensive reports of rights investigations, monitoring, and standards compliance reviews; resolving issues pertaining to rights of consumers.
- Provides rights education and training programs for consumers, service providers, and others.
- Participates on workgroups/committees as assigned by the Advocacy Director.

- Provides technical assistance as requested.
- Maintains documentation in an organized and confidential manner.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Applicant must have demonstrated effectiveness in advocating for persons with serious mental illness, intellectual disabilities, and/or substance use disorders.
- Ability to understand and appreciate rights issues and concerns.
- Ability to work with culturally diverse groups of people including individuals being served, their families, professionals, etc.
- Ability to effectively communicate, both verbally and in writing.
- Ability to make public presentations in an effective and articulate manner.
- Ability to mediate opposing viewpoints and guide equitable solutions pursuant to the individual's best interest.
- Ability to plan, organize, and prioritize work activities.
- Ability to meet deadlines.
- Ability to work with minimal supervision.

METHOD OF SELECTION: Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

DEADLINE: January 3, 2020

EQUAL OPPORTUNITY EMPLOYER

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