



STATE OF ALABAMA
 DEPARTMENT OF MENTAL HEALTH
 RSA UNION BUILDING
 100 NORTH UNION STREET
 POST OFFICE BOX 301410
 MONTGOMERY, ALABAMA 36130-1410
 WWW.MH.ALABAMA.GOV



Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Advocate II

OPEN DATE: 10/25/2024
CLOSE DATE: Until Filled

JOB LOCATION: Advocacy Service Area II East
 Birmingham, Alabama

NUMBER: 24-60
JOB CODE: Q7000

An office will be maintained in the Birmingham Area. Services will be provided to consumers receiving mental health, intellectual disability, and/or substance use disorder services in community programs certified by the ADMH in the **Nine** counties of Service Area II East (Counties include Blount, Chilton, Clay, Coosa, Jefferson, Randolph, St. Clair, Shelby, and Talladega).

SALARY

- Range 73 (\$43,351.20 - \$72,504.00 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

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 a consumer or family member/caretaker of a consumer 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 requirement as stated above. **The application must include documentation that supports this experience either in the employment history or uploaded as an attachment to the application to be considered.**

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 overnight travel is required.



KIND OF WORK

- Serves as an Advocate for persons served in community programs certified by or contracting with the Alabama Department of Mental Health (ADMH).
- Provides intake, information, and referral services.
- 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 and in ADMH-operated hospitals.
- Prepares comprehensive reports of rights investigations, monitoring, and standards compliance reviews.
- Resolves issues pertaining to the rights of consumers.
- Provides rights education and training programs for consumers, service providers, and others.
- Participates in workgroups/committees as assigned by the Advocacy Director.
- Provides technical assistance as requested.
- Maintains documentation in an accurately organized and confidential manner.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated ability to effectively advocate 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 job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

Click Here to Apply Now:

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>

Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of the successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.