STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Advocate II

OPEN DATE: 04/28/2023
CLOSE DATE: Until Filled

JOB LOCATION: Advocacy Service Area II West
Tuscaloosa, Alabama
An office will be maintained in the Tuscaloosa Area.
Services will be provided to consumers receiving mental health, intellectual disability, and/or substance use disorder services in the community programs certified by the ADMH in the thirteen counties of Service Area II West (Counties include: Bibb, Choctaw, Fayette, Greene, Hale, Lamar, Marengo, Marion, Pickens, Sumter, Tuscaloosa, Walker, and Winston) and in ADMH-operated hospitals.

NUMBER: 23-33
JOB CODE: Q7000

SALARY

- Range 73 ($41,668.80 - $69,688.80 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 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 successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

EQUAL OPPORTUNITY EMPLOYER