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Governor

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Kimberly G. Boswell  
Commissioner

### EMPLOYMENT OPPORTUNITY- REVISED

**JOB TITLE:** Advocate II

**OPEN DATE:** 09/01/2023  
**CLOSE DATE:** Until Filled

**JOB LOCATION:** Advocacy Service Area II West  
Tuscaloosa, Alabama

**NUMBER:** 23-33  
**JOB CODE:** Q7000

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.

#### SALARY

- Range 73 (\$42,501.60 - \$71,083.20 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)

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**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.