

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



EMPLOYMENT OPPORTUNITY

JOB TITLE: Advocate III NUMBER: 19-10

JOB CODE: Q7100 **DATE:** March 22, 2019

SALARY RANGE: 78 (\$49,190.40- \$74,868.00) **PCQ#:** 8813219

JOB LOCATION: Advocacy Service Area II West – Tuscaloosa, AL

This advocate will be based in the Tuscaloosa Area. Services will be provided to individuals in state hospitals in the area as well as those receiving mental health, intellectual disability, and/or substance use disorder services in community programs contracted with or certified by

the ADMH throughout the state.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in one of the social or behavioral sciences, Special Education, Nursing, Criminal Justice or related field.
- 48 months or more professional experience in disability advocacy work.

OR

• 12 months current permanent status as an Advocate II.

NECESSARY SPECIAL REQUIREMENTS: Must have a valid driver's license to operate a vehicle in the State of Alabama.

KIND OF WORK:

- Review intakes, monitoring reports, and monthly reports of the Advocate II's who serve in the three ADMH hospitals and those who serve in the community programs.
- Provide intake, information, and referral services for the ADMH Advocacy Program.
- Track, Analyze, and prepare reports on rights related data, to include cases which involve abuse and neglect based upon reports from Advocate II's.
- Participate on the Advocacy Investigation Review Committee to review rights issues, investigations, and provide feedback and recommendations.
- Assist in developing, interpreting, and recommending policies, procedures, and certification standards related to recipient rights.
- Provides rights related training and does other public speaking on behalf of the ADMH Advocacy Program.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and understanding of rights issues and concerns of persons with serious mental illness, intellectual disability, or substance use disorder.
- Knowledge of ADMH services, as well as other health and human/social services which
 impact the lives of persons with serious mental illness, intellectual disability, and/or
 substance use disorder.
- Ability to work with culturally diverse groups of people, including consumers/clients, families and professionals.
- Ability to analyze complex data and interpret complex policies and standards pertaining to clients/consumers' rights.
- Ability to effectively communicate both in writing and verbally, to include public speaking.
- Ability to plan, organize, and prioritize work activities.
- Ability to review information and recommend appropriate action.
- Knowledge and experience in using a personal computer and related software programs.

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: April 5, 2019

EQUAL OPPORTUNITY EMPLOYER

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