



ROBERT BENTLEY
GOVERNOR

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



JAMES V. PERDUE
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE:	Advocate IV	NUMBER:	15-33
JOB CODE:	Q7200	DATE:	August 28, 2015
SALARY RANGE:	80 (\$52,663.20 - \$80,287.20)	PCQ#:	8813309
JOB LOCATION:	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36130-1410		

QUALIFICATIONS: Master’s degree in one of the social or behavioral sciences, special education, nursing, criminal justice or related field, plus considerable (48 months or more) professional experience in disability advocacy work and experience (24 months or more) in a supervisory capacity; **OR** 24 months current permanent status as an Advocate III and experience (24 months or more) in a supervisory capacity; **OR** 36 months current permanent status as an Advocate II and experience (24 months or more) in a supervisory capacity.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

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.

KIND OF WORK: This is highly responsible administrative and supervisory work coordinating the DMH Rights Protection and Advocacy Program’s delivery of services and serves as an advisory resource to advocates in the five service area divisions of Alabama’s 67 counties. Employees in this class work with the Director of Advocacy Services in the operation of a statewide Rights Protection and Advocacy Service System. This position is responsible for entering data into the program’s databases and producing reports as required. The Advocate IV is also responsible for the training of staff and updating the director of the program on issues that the advocates are working on as well as what preparation may be needed in order to take on additional projects. Work involves program design, budget planning, and public speaking; the development of DMH Advocacy publications;

working closely with consumers, family members, volunteers, and community service providers; and supervising a professional staff of certified advocates as needed. Duties are of above average difficulty and require a high level of self-motivation, initiative and organization. Employees in this class are assigned directly to and accountable to the Director of Advocacy Services. Work is subject to review by the Director's Office.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Must have a thorough knowledge of current principles, methods, and practices related to the care and treatment of persons with mental illnesses, intellectual disabilities, and substance use disorders. Knowledge of state and federal laws concerning the rights of clients. Must have a good understanding of the mental health delivery system in Alabama. Ability to analyze information and recommend appropriate action in the best interest of consumers; to mediate opposing views and guide an equitable solution pursuant to the consumers' best interest. Ability to effectively plan, organize, direct program services, and evaluate the activities of others. Ability to effectively communicate both orally and in writing. Ability to plan and allocate funding resources. Knowledge and understanding of rights issues and concerns of persons with serious mental illnesses, intellectual disabilities, or substance use disorders. Ability to work with culturally diverse groups of people, including families, consumers/clients, and professionals. Knowledge of ADMH services, as well as other health and human/social services that impact the lives of persons with serious mental illnesses, intellectual disabilities, and/or substance use disorders. Ability to analyze complex data and interpret complex policies and standards pertaining to clients/consumers' rights. Extensive oratory skills in doing presentations.

METHOD OF SELECTION: Applicants will be rated on the basis of 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. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: September 25, 2015