

NOTICE OF AVAILABLE POSITION
NAMI Keystone Pennsylvania
Adult Mental Health Advocate (Full-Time)

Job Summary: The Adult Mental Health Advocate will provide adult advocacy services as requested by individuals and families. The adult advocate serves as the “client advocate” for the Acute Community Support Planning (ACSP). This position has responsibility for Mental Health Advance Directives (MHAD) education, training and direct support for individuals completing a MHAD. This position reports to the Advocacy Director.

PROFESSIONAL EXPERTISE:

- Provide information about the mental health system as it relates to housing, treatment, supports and other areas that impact the person’s recovery and well-being
- Serve as the client advocate in the ACSP process; ensure individual’s rights are respected and they have a voice in their mental health treatment
- Ensure that the individual’s strengths, needs and wants are the focus of the ACSP process
- Attend all ACSP meetings; document all client encounters including regular contacts and 3 month follow-up visits. Provide documentation and tracking as required
- Provide training and presentations on MHADs for individuals, families and service providers. Provide assistance and oversight in helping individuals complete the MHADs. Responsible for managing the Hotline for NAMI and the MHAD answering phone calls and providing assistance and information.
- Serve on the CSP Advisory Committee and the Allegheny County Office of Behavioral Health MHAD Work group

QUALIFICATIONS

Bachelor’s degree in the human service related field and five years of work experience or an equivalent combination of education and work experience. The candidate must have extensive knowledge of the mental health system, managed care and recovery principles. Strong interpersonal skills and the ability to work with diverse communities. Ability to problem solve, resolve conflicts, work under stressful situations and relate to people seeking help.

CERTIFICATIONS, LICENSES AND REGISTRATIONS

- Must possess current PA driver license, and have reliable, insured transportation.
- Must have current Act 33/34 clearances and FBI clearances

How to Apply

Please send a resume with cover letter by November 15 to Debbie Ference, NAMI Keystone Pennsylvania, 105 Braunlich Drive, Suite 200, Pittsburgh, PA 15237 or e-mail dference@namikeystonepa.org. Please write “Adult Mental Health Advocate” in the subject line.

Send cover letter and resume by March 15, 2019

NAMI Keystone Pennsylvania is an Equal Opportunity Employer