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

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**Job Summary:** The Adult Mental Health Advocate will provide advocacy, training and telephone support related to the Acute Community Support Planning (ACSP) and Mental Health Advance Directives (MHAD). The Advocate is responsible for the MHAD helpline and the NAMI helpline. This position reports to the Advocacy Director and has no supervisory responsibilities.

**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 Helpline for NAMI and MHAD by answering phone calls and providing assistance and resource information.
- Serve on regional and local CSP Advisory Committees and the Allegheny County Office of Behavioral Health MHAD Work group

**QUALIFICATIONS**

Bachelor's degree in a human services 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

**Send cover letter and resume to [dference@namikeystonepa.org](mailto:dference@namikeystonepa.org) by November 12, 2021.**

**NAMI Keystone Pennsylvania is an Equal Opportunity Employer**