



POSITION VACANCY

Mental Health America Allegheny County (Pittsburgh, PA) has a position open for a Part-Time Adult Mental Health Advocate.

The mission of Mental Health America Allegheny County (MHA) is to provide programs and services that support the health of mind and body and work to eliminate the stigma of mental illness and **addiction** for all.

Primary Function

The Adult Mental Health Advocate will advocate on behalf of individuals with mental illness by:

- 1) Providing information about the mental health system and about the individuals' rights as it relates to housing, treatment, supports, and other areas that impact the person's recovery and well-being.
- 2) Referring individuals and families to appropriate mental health and community resources.
- 3) Serving as a resource for individuals and service providers about Mental Health Advanced Directives (MHAD)

Primary Responsibilities

The Adult Mental Health Advocate:

- Assists individuals and their families with navigating the mental health system which may include:
 - Assessing their needs and connecting them with services and supports that appropriately address their needs;
 - Helping them to communicate their treatment, housing, and other preferences to their service providers, attending meetings when necessary;
 - Providing information about steps they can take to address concerns about their rights;
 - Ensuring that an individual's rights are respected and that they have a voice and choice in their mental health treatment.
- Participates in discharge planning meetings to assist individuals in articulating their plans for recovery, ensure that they are informed of their options, and make certain that their preferences are reflected in the planning process;
- Coordinates and conducts trainings on MHADs for individuals, families, and service providers;
- Responds to requests for information about MHADs via the MHAD hotline and provides individual assistance to persons wishing to complete an MHAD;
- Represents MHAAC at local stakeholder meetings;
- Other duties as assigned.

Required Education, Experience, and Skills

- A Bachelor's degree in a human services related field preferred and/or an equivalent combination of education and work experience coupled with knowledge of the mental health system, managed care, and recovery principles.
- Strong interpersonal skills and the ability to work effectively with diverse communities.
- Ability to resolve conflicts, work under and stressful situations, and relate to people seeking help
- Strong organizational skills and the ability to prioritize are essential
- Excellent communication and problem solving skills
- Ability to develop positive working relationships and partnerships in the community
- Willing and able to travel as needed for job related functions; Must have reliable transportation with current PA Drivers license, insurance and registration
- Proficient with Microsoft Office
- Act 33/34 clearances

WORKING HOURS

The part-time Adult Mental Health Advocate will work at least **24 hours per week**, Monday through Friday, 9:00 a.m. – 5:00 p.m. May include some evening hours.

TO APPLY

Send resume by March 22nd, 2013 to:

Mental Health America Allegheny County
100 Sheridan Square, 2nd Floor
Pittsburgh, PA 15206

Or email to:

info@mhaac.net

Or fax to:

412-661-7865

NO PHONE CALLS PLEASE!!!