

Buchanan County

POSTING DATE: MARCH 11, 2019

Part-time Mental Health Advocate

DEPARTMENT: Community Service

DUTIES: Appointed by the Board of Supervisors to represent the interests of Buchanan County patients involuntarily hospitalized by the courts under Code of Iowa, Section 229.19.

QUALIFICATIONS: Bachelor's Degree with 30 semester hours or equivalent quarter hours in a human services field (including but not limited to, psychology, social work, mental health counseling, marriage and family therapy, nursing, education, occupational therapy, and recreational therapy); and at least one year of work experience in the delivery of services to persons with mental health illness; or an Iowa license to practice as a registered nurse and at least three years of experience in delivery of services to persons with mental illness.

STATUS: Part-time – Non-Exempt

SALARY: Based on experience and qualifications

Applications and job description can be obtained through the Buchanan County Community Services Office located at 210 5th Ave. NE, Independence, IA 50644 or website at www.buchanancountyiowa.org. Completed application, resume, and signed job description will be accepted at the Community Service Office until 4:30 p.m. on March 29, 2019.

Buchanan County is an Equal Opportunity Employer (EOE).
It is the policy of Buchanan County to comply with the Americans with Disabilities Act.

BUCHANAN COUNTY

Position: Part-time Mental Health Advocate

Supervises: None

Department: Community Service

Gives work direction to: None

FLSA Status: Non-Exempt

Reports to: Community Service Director

Revision Date: March 11, 2019

POSITION SUMMARY

At will position, appointed by the Board of Supervisors, and reporting to the Community Services Director. The Mental Health Advocate represents the interests of patients involved in involuntary hospitalization proceedings and any treatment plan within their assigned county. The Code of Iowa, Section 229.19, and Iowa Administrative Code, Section 441-25, governs the Mental Health Advocate position.

ESSENTIAL JOB DUTIES

- Acts as an advocate representing the interests of clients involuntarily hospitalized by the court, in any matter relating to the clients' hospitalization or treatment under section 229.14 or 229.15, reviews each report submitted to the court, and communicates with clients' medical and treatment team.
- Develops, reviews, and maintain reports, orders and applications on clients pursuant with the requirements of Section 229 of the Iowa Code. Ensures any data and reports are kept in compliance with federal, state, and local confidentiality requirements; ensures compliance with applicable regulations through the Health Insurance Portability and Accountability Act (HIPAA).
- Advises the Court at any time if it appears that the services of an attorney or court actions are needed to safeguard the client's interests.
- Readily accepts communication from the client and originates communication with the client directly within five (5) days of the client's commitment, and informs the client regarding the role of the advocate.
- Visits the client within fifteen (15) days of the client's commitment and periodically thereafter, and attends subsequent hearings as needed.
- Maintains an organized confidential and secure file for each individual containing quarterly reports, correspondence, release of information, case notes, and documents filed with the court.
- Files quarterly reports with the court for each client assigned to the advocate stating the actions taken with the client and amount of time spent on behalf of the client.
- Attends all training and education that is relevant to the position; including but not limited to: safety, continuing education, conferences and workshops.
- Effectively communicates with the medical personnel treating the client as necessary and review the client's medical records, maintains a working relationship with the Court, legal staff, other health care professionals, clients, business associates, and the public.
- While performing the duties of this job, the employee may lift/carry or push/pull up to thirty (30) pounds, and will frequently be required to safely climb, balance, walk or stand for extended time periods, stoop, kneel, crouch, crawl, reach, run, grasp, and perform other job related physical demands.
- Essential traveling to clients' homes, residential care facilities, and hospitals is required so Advocate must maintain a valid State of Iowa driver's license, and be insurable under the County's guidelines.

INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Community Service Director.
- Assist the Court or clerk in their attempts in tracking and locating clients.
- Assist the general public with questions, concerns, and inquiries.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to use logical thinking to solve problems and reach conclusions, and use good sound judgement.
- Ability to maintain composure while working under pressure and adapt quickly to change.
- Ability to comprehend mental health laws, government operations and policies related to specific programs.
- Ability to operate a variety of office equipment including multi-line telephone, photocopier, facsimile, postage meter, printers, and shredder.
- Ability to plan, organize and prioritize tasks with numerous interruptions.
- Ability to receive and follow directions either verbally or orally and with proficiency and accuracy.
- Knowledgeable of basic office practices and the use of personal computers and applications including Word, Access, Excel, and web-based application software.
- Knowledge of State regulations pertaining to involuntary hospitalization/commitment by the court, and of the Iowa Code Section 229.19.
- Knowledge of the community resources/services available to the mentally ill.

ENTRY REQUIREMENTS

Education/Training/Work Experience: Bachelor degree with 30 semester hours or equivalent quarter hours in a human services field (including but not limited to, psychology, social work, mental health counseling, marriage and family therapy, nursing, education, occupational therapy, and recreational therapy);

And

Work Experience: At least one year of work experience in the delivery of services to persons with mental health illness;

Or

An Iowa license to practice as a registered nurse and at least three years of experience in delivery of services to persons with mental illness.

Required licenses, registrations and certifications: Possession of a valid State of Iowa driver's license. Pass a criminal, child and dependent adult abuse background check. Complete Dependent Adult and Child Mandatory Reporter Training as required.

Required post-offer physical examinations: Must meet all requirements as outlined in the employee handbook.

Required drug testing: Drug testing shall be required as allowed by state law.

Residency requirement: None.

Other testing required: None

WORK ENVIRONMENT

- *Physical demands:* While performing the duties of this job, the employee is frequently required to walk; sit; turn twist body; bend; use hand to finger manual dexterity, handle, or feel objects; reach with hands and arms; balance; stoop; talk and hear. The employee will occasionally push/pull or lift/carry up to thirty (30) pounds.
- Specific vision abilities required by the job include near vision, far vision, depth perception, color vision, peripheral vision, and the ability to adjust focus.
- *Work Environment:* Environments can vary, but work is performed mainly inside in an office or medical environment. While performing the duties of this job, the employee is occasionally exposed to many unpleasant tasks and responsibilities. There may be exposure to contagious disease and potential violence on the part of the individual's clients. The noise level in the work environment is generally low to moderate.

HOURS OF WORK

Minimum requirement of 5-10 hours per week. Work schedule may require irregular hours and shift times or may be required to work additional hours per week to meet operational needs of office. Work hours or days may change with minimal notice.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
 4. The County reserves the right to change or reassign job duties or combine positions at any time.
 5. Buchanan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Department Head signature

Employee Signature

Date

Date