Sept. 19, 2018

  **POSTING**

**CASS COUNTY JOB ANNOUNCEMENT**

**MENTAL HEALTH ADVOCATE**

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**Part-time position, approximately 20 hours per work week.**

The Cass County Board of Supervisor’s is announcing a hiring process for a Mental Health Advocate. The Mental Health Advocate position is a part-time position serving clients in Cass County. Cass County is an equal opportunity employer.

**Essential Job Duties:**

The Code of Iowa, section 229.19, governs the Mental Health Advocate position. Each County is required to appoint a mental health advocate to represent the interests of clients involuntarily hospitalized by the Court. The advocate is to act as the support person for all persons in their assigned county involved in involuntary hospitalization proceedings and their follow-up treatment. The advocate’s responsibilities begin when notice is received from the courts.

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**Preferred Qualifications:** Bachelor’s degree or related post-secondary education coursework in a social science, education, nursing, or other related area, and at least one year of work experience in a mental health treatment related position. Working knowledge of basic computer software and skills.

**Minimum and Statutory Requirements:** High School degree or GED equivalent; demonstrated by prior activities an informed concern for the welfare and rehabilitation of persons with mental illness; not an officer or employee of the department of human services nor of any agency or facility providing care or treatment to persons with mental illness.

**Other Related Requirements:** Possess and maintain a valid Driver’s License, or have the ability to arrange reliable transportation; possess and maintain appropriate vehicle insurance, or demonstrate coverage for arranged transportation.

**Application Procedure/Deadline:**

Send a cover letter and a resume to the Cass County Auditor.

(Address: 5 W 7TH ST, ATLANTIC IA 50022; Email: auditor@casscoia.us)

Deadline for receipt of resumes is September 27, 2018.

**Hiring Process:**

Resumes will be reviewed for qualifications and experience. All applicants will be notified of their status in the hiring process.

Cass County conducts pre-employment screenings including criminal background history, sex offender registry, child and dependent adult abuse registry checks. Checks will be done annually and employees shall self-report. Failure to self-report shall result in termination. Cass County also conducts pre-employment physicals and drug tests.

**Salary Range:** $19.00 - $27.00 per hour