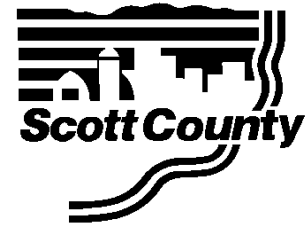


Community Services Department
600 W. 4th St.
Davenport, Iowa 52801



Item 07
06-30-15

(563) 326-8723 Fax (563) 326-8730

June 22, 2015

TO: Dee F. Bruemmer

FROM: Lori A. Elam

RE: Mental Health Advocate Position

The Mental Health Advocate is a position which is currently under the direction of the Chief Judge of the District. According to HF468 passed during the recent legislative session, effective July 1, 2015, the Boards of Supervisors of each county will be responsible for the appointment of the Advocate. The current Mental Health Advocate, Rose McVay, will be “grandfathered” into her current position according to HF468. Rose currently serves as the advocate for our mental health region, Cedar, Clinton, Jackson, Muscatine and Scott County, under a 28E agreement.

At the May Eastern Iowa Mental Health Regional Governing Board meeting, members expressed an interest in continuing to operate under a 28E agreement that way the advocate would continue to serve all five counties. There needed to be a decision made by each county on which county would serve as the employer of record as of July 1, 2015. All four county Boards of Supervisors agreed that Scott County should serve as the employer of record. A new 28E agreement will follow.

The Management Team (CPCs) developed a list of job duties and background requisites. Scott County HR department developed the attached job description for approval. The Mental Health Advocate is appointed by the court to serve as an advocate for an individual under a 229 mental health commitment order. The advocate provides support throughout the legal proceedings and follows up with the individual to ensure treatment is being followed and their rights are being upheld. There is some travel and reporting requirements of this position. The position requires a Bachelor’s degree.

The Mental Health Advocate would be a position under the Community Services Department and supervised by the director of the department. The resolution establishes the pay level and adds it to Scott County’s Table of Organization. We would like to fill this position as soon as possible. I will be available at the Committee of the Whole to discuss the new job description and answer any additional questions.



SCOTT COUNTY JOB DESCRIPTION

Class Title: Mental Health Advocate

Working Title: Same

Department: Community Services

Hay Point Value: TBD

Job Summary

Under general supervision, serves as Mental Health Advocate for Scott, Cedar, Clinton, Jackson and Muscatine counties in compliance with Iowa Code Chapter 229. Represents the interest of clients involuntarily hospitalized by the Court. Provides support to clients throughout proceedings and follow up treatments.

Relationships

Reports to: Community Services Director

Supervises: N/A

Works with: Outside agencies/facilities, Community Services staff, other County departments, medical and mental health professionals, legal staff, and the Court system.

Physical/Environmental Conditions

Primarily works in an indoor office environment. Frequent travel to other facilities inside and outside Scott County.

Major Duties/Performance Measures:

1. Makes contact and communicates with client within five (5) days of their commitment. Visits client within fifteen (15) days of the commitment and periodically thereafter.

2. Collaborates with the Court, Coordinators of Disability Services within the region, and service providers; advises the Court if the services of an attorney are needed to safeguard the client's interest. Ensures compliance with the requirements of Section 229.19 of the Iowa Code.
3. Attends hospitalization hearings and subsequent hearings as needed. Travels to hospitals and facilities for periodic client visits.
4. Acts as spokesperson for the client and assist in communication with medical personnel as necessary. Review client's medical records and reports submitted to the court.
5. Develops and maintains written reports and documentation of client's progress. Prepare and file quarterly reports with the Court on the actions taken with each client and the amount of time spent.
6. Ensures data is kept in compliance with all federal, state, and local confidentiality requirements including HIPAA.
7. Attends meetings, conferences and/or seminars as required.
8. Performs other job-related duties as assigned.

Background Requisites

Education:

Bachelor's degree in social science, education, nursing or related area.

Work Experience:

Three (3) years of work experience in a mental health treatment related position.

Essential Skills:

- Possess knowledge of Chapter 229 of the Iowa Code, Iowa laws and major Iowa Supreme Court decisions related to mental health and involuntary commitments.
- Ability to work professionally and effectively with people with mental illnesses.
- Ability to establish and maintain effective working relationships with

members of the Court, legal staff, medical and mental health professionals, service providers and members of the public.

- Ability to interpret and apply rules, regulations, policies and procedures.
- Ability to analyze information and make sound recommendations based on such information.
- Ability to exercise initiative and independent judgement.
- Ability to communicate effectively both verbally and in writing.
- Possess a valid driver's license. (verified)
- Must pass a post-offer criminal background check, sex offender registry and child and dependent adult abuse registry checks.
- Ability to utilize word processing, database and electronic spreadsheet software systems.
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Physical/Mental Ability Requirements

Must have ability to operate a motor vehicle. Moderate utilization of computer on daily basis.

Prepared by: _____ Date:

Approved by: _____ Date:

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

July 2, 2015

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENT IN THE COMMUNITY SERVICES DEPARTMENT BY ADDING A MENTAL HEALTH ADVOCATE

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the table of organization for the Community Services Department be increased by 1.0 FTE to allow for the position of Mental Health Advocate. That the Hay points for the position Mental Health Advocate be set at 298 resulting in a salary scale of \$45,011 (minimum); \$52,957 (midpoint); \$60,902 (maximum).

Section 2. That the employee will provide services to all counties in the Eastern Iowa Mental Health Region with salary and expenses shared pursuant to the 28E agreement.

Section 3. That the County will serve as the employer of record for the Mental Health Advocate.

Section 4. This resolution shall take effect immediately.