



WELLNESS ADVOCATE I, II and III

Classification specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications *may not include all* duties performed by individuals within a classification. In addition, specifications are intended to outline the *minimum* qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

FLSA STATUS: Non-Exempt

DEFINITION:

Under the supervision of the MHSA Manager and MHSA Program Coordinator to provide advocacy, guidance, feedback, outreach and support to help families to access and work more effectively with the systems involved. Perform other duties as required.

DISTINGUISHING CHARACTERISTICS:

The Wellness Advocate is a multiple-position class. The Wellness Advocate reports to the designated MHSA Program Coordinator.

EXAMPLES OF ESSENTIAL DUTIES:

Essential duties include, but are not limited to, the following:

- Depending under which Program the Wellness Advocate is hired, the position may be field based.
- Work directly with clients and their families providing advocacy, translation and other supportive services.
- Work as a partner to guide and provide feedback to clients and families.
- Outreach and support to help clients and families to access services.
- Working with Tri-City MHC program staff to develop social support programming for clients and families.
- Ensure confidentiality and integrity of Protected Health Information (PHI) of clients served by Center to comply with all Health Insurance Portability and Accountability (HIPAA) regulations.

Incumbents in this series may reasonably expect to advance through the series upon meeting the minimum qualifications, and on a merit basis subject to the recommendation of their supervisor, and budget authority. Advancement is not automatic. Based on assigned duties, organizational structure, demonstrated level of proficiency/work performance, and budgetary authorization, a position may remain at the Wellness Advocate I level indefinitely.

QUALIFICATIONS:

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the position is qualifying. The incumbent will possess the most desirable combination of education, training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education, Training, and Experience:

Wellness Advocate I: Equivalent to a high school diploma and lived experience. “Lived experience” is defined as having been involved, either directly or indirectly, with mental health care services.

Wellness Advocate II: Associates degree and at least two years of experience as Wellness Advocate in a Mental Health community setting or five plus years working as a Peer Support/Community Worker. Wellness Advocates with experience as a peer or family member support staff in a mental health system; will work with more specialized populations such as persons in formal mental health treatment services; will work more independently than the Wellness Advocate I level, and will either work out in the field or one-on-one to provide peer support or non-billable case management services in Agency Full-Service Partnerships or will be responsible to plan, organize and oversee development of special projects and/or groups at the Wellness Center.

Wellness Advocate III: Bachelor’s degree and at least three years of experience in a Mental Health community setting or seven plus years working as a Peer Support/Community Worker. In addition to Wellness Advocate II duties will have some leadership role to coordinate and/or oversee other Wellness Advocate staff.

Licensure/Registration/Certification:

None required.

Knowledge of:

- Mental health system and services.
- Impact of mental health issues on life functioning.
- Systems/organizations that service persons with special needs (NAMI, DCFS, Regional Center, Probation, Adult Protective Services, DPSS, etc.)

Ability to:

- Interact positively with others.
- Understand and carry out instructions.
- Maintain effective working relationships.
- Communicate effectively, both verbally and in writing.
- Work cooperatively in a team.

Special Requirements:

- Possess a current valid California Driver License, a satisfactory driving record, and a properly registered and insured vehicle.
- Receive satisfactory results from a background investigation, which includes fingerprinting; a pre-employment physical examination, which includes a drug/alcohol test; and an administrative review.

ESSENTIAL JOB FUNCTIONS:

The position requires prolonged sitting, reaching, twisting, turning, bending, stooping, lifting, and carrying paper and documents weighing up to 15 pounds in the performance of daily activities; body mobility to move from one work area to another, and operate a vehicle; grasping, repetitive hand movement and fine coordination in preparing reports, data entry, and using a computer keyboard; vision sufficient for observing work performed, reading correspondence and reports, statistical data, computer screen and other standard text; and communicating with others on the phone, in person, and in meetings.