

Advocacy Project Director Job Description

Position Summary

The advocacy project director is responsible for the administration and management of the Mental Health Association in Pennsylvania (MHAPA) advocacy programming. Areas of responsibility include planning, administration, fiscal, and personnel. This is a full-time temporary to permanent position, hired by and directly accountable to the executive director.

Responsibilities

1. Management and administration
 - a. Develop programming goals and objectives consistent with the MHAPA mission and vision
 - b. Administer operational policies
 - c. Oversee programs, services and activities to ensure that organizational objectives are met
 - d. Ensure compliance with funding sources and regulatory requirements
2. Advocacy
 - a. Provide direct advocacy at assigned juvenile justice facilities
 - b. Provide oversight of juvenile justice facility and state run mental health facility advocacy
 - c. Supervise MHAPA employed juvenile justice facility advocates as well as mental health facility advocates
 - d. Ensure effective and timely advocate reporting
3. Fiscal
 - a. Review program annual budgets
 - b. Submit program expenditures for approval
 - c. Ensure proper fiscal record-keeping and reporting
4. Personnel
 - a. Supervise and evaluate MHAPA advocates
 - b. Involved in the hiring and termination of advocates
 - c. Oversee disciplinary actions per personnel policy of advocates
5. Board relations
 - a. Submit board reports to executive director
 - b. Work with board committees as requested
6. Affiliate relations
 - a. Maintain relationships with affiliates
 - b. Provide technical assistance
 - c. Act as an information conduit between affiliates and relevant statewide entities.