

Job Description

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| Job Title: | Advocate |
| Responsible to: | Case Work Advocacy Manager |
| Salary Grade: | £24,406 - £26,039 depending on experience and level of qualification |
| Hours of work: | 37 per week |
| Annual Leave: | starting at 22 days plus 8 statutory days (pro-rata). There are also 3 concessionary days to be taken over the Christmas period |
| Pension: | 5% employer contribution + 2% employee contribution (salary sacrifice) |
| Place of work: | 11-13 Land Lane, Marston Green, Solihull, B37 7DE (also working from home and at such community locations as may be required) |

Job Purpose:

To work alongside individuals to support them to explore their views, wishes, feelings and beliefs and to have the confidence to speak up for themselves and exercise their rights. The role will work across statutory and non-statutory advocacy roles to support individuals to work towards the outcomes they want, make their own decisions and take control of their own lives.

Responsibilities

- To enable people to make informed choices about decisions by providing them with accurate and accessible information.
- To assist people to understand and engage with a variety of processes including social care, housing and healthcare among others.
- To support individuals to express their views to other professionals.
- To work within relevant statutory frameworks (IMCA, DoLS, Care Act, IMHA) where relevant and appropriate.
- To work within and uphold the principles and requirements of the Advocacy Charter.
- To maintain accurate records in relation to all aspects of case work to ensure effective monitoring and evaluation, including the use of databases and on-line recording systems.
- To work within SATa's policies and procedures at all times.

- To work within legislation and recognised best practice for child and adults safeguarding at all times, in line with SAtA policy and procedure.
- To participate in regular 1:1 supervision sessions and annual appraisal.
- To be responsible, with the line manager, for personal development, attending training and maintaining own knowledge regarding health and social care policies and legislation at local and national level and any developments or changes in Advocacy provision locally and nationally.
- To be responsible with the rest of the team for the development and promotion of SAtA, including visits to external agencies, contributing to publicity materials and producing accessible information.
- To participate fully as a member of the staff team, attending and contributing to staff meetings.
- To contribute to the fundraising effort within SAtA as part of an organisation-wide approach.
- To undertake other duties agreed or negotiated with Line Manager.

Person Specification

| Qualifications | |
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| Desirable | <ul style="list-style-type: none"> ● Holds (or working towards) the Level 4 Certificate in Independent Advocacy Practice (or equivalent) ● Appropriately qualified to act as an Independent Mental Capacity Advocate (IMCA) and/or an Independent Mental Health Advocate (IMHA) |
| Experience | |
| Essential | <ul style="list-style-type: none"> ● Experience of working or volunteering in any of the following: health, social care, education or third sector |
| Desirable | <ul style="list-style-type: none"> ● Previous experience of working as an independent advocate (paid or voluntary) ● Experience of undertaking statutory independent advocacy roles (IMCA, DoLS, IMHA, Care Act) ● Experience of working with people with learning disabilities and/or autistic people in restricted settings ● Experience of working with and facilitating the involvement of people with complex communication needs |
| Personal Attributes (Values and Behaviours) | |
| Essential | <ul style="list-style-type: none"> ● Being objective and adhering to equality principles ● Commitment to the principles of independent advocacy and social inclusion ● Well organised and self-motivated ● Able to work on own initiative and prioritise workload to meet deadlines ● Willing to contribute views and share experiences ● Flexible attitude to supporting other members of the team ● Willing to learn and open to new ideas ● Works proactively to solve problems |
| Skills | |
| Essential | <ul style="list-style-type: none"> ● Excellent listening skills ● Ability to communicate clearly both verbally and non-verbally, using communication tools and methods where necessary ● Competent IT skills, including use of databases ● Sound report writing skills |

| Knowledge | |
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| Essential | <ul style="list-style-type: none"> • Understanding of the principles of advocacy • Understanding of confidentiality in practice and potential conflicts |
| Desirable | <ul style="list-style-type: none"> • Knowledge of key legislation relevant to the provision of Independent Advocacy (particularly the Mental Capacity Act, Care Act and Mental Health Act) • Thorough knowledge of safeguarding legislation, policy and practice in relation to children and vulnerable adults • Knowledge of community issues in and around Solihull • Knowledge of equal rights and disability discrimination |
| Other Requirements | |
| Essential | <ul style="list-style-type: none"> • Full driving licence and own transport |