



Job Description: Independent Specialist Advocate

- Hours: 37 hours per week. The post requires flexible working.
- Salary: £25,367 – £26,317 per annum. Starting salary £25,367 per annum.
- Reports to: Specialist Advocacy Service Manager.
- Location: A combination of office based working at Chesterfield or Derby, working from home and with travel throughout Derbyshire and out of area when required.
- Confidentiality: In the course of the work, the post holder may have knowledge of, or access to information, which is confidential. It is essential that this confidentiality is respected at all times and that all work is carried out within the context of Derbyshire Mind's Confidentiality Policy.

Broad Aims of the Post

To deliver Independent Mental Health Advocacy under the Mental Health Act 2007.

To deliver Independent Mental Capacity Advocacy under the Mental Capacity Act 2005.

To deliver Care Act Advocacy.

To act as Paid Representative for people subject to the Deprivation of Liberty Safeguards 2009.

Duties & Responsibilities

1. To provide one to one independent instructed and non-instructed advocacy to qualifying individuals, in a range of settings including care homes, hospitals and community settings.

2. To provide representation and support to a wide range of vulnerable people who are subject to the Deprivation of Liberty Safeguards and who do not have a family member or friend that can undertake this role.
3. To assist people subject to a Deprivation of Liberty authorisation to request reviews, access complaints procedures and make applications to the Court of Protection, where necessary.
4. To act as a 1.2 Representative for people where applications are made to the Court of Protection to deprive the person of their liberty in a domestic setting, eg, their own home or a supported living placement.
5. To communicate regularly and appropriately with clients, including face to face meetings at a range of locations.
6. To enable clients to participate in decisions being made about their lives and make informed choices by providing them with accurate and accessible information, using a range of communication tools and techniques.
7. To support clients to express their own views, wishes and beliefs, wherever possible, or to gather sufficient evidence to ensure the person is at the centre of best interest decision making and their rights are upheld.
8. To liaise, communicate and negotiate effectively with a range of health and social care personnel and managers.
9. To provide high quality reports where required.
10. To signpost and refer people on who do not fall within the contractual remit of the service.
11. To prioritise work to meet the needs of clients and comply with required timescales.
12. To identify any conflicts of interest associated with cases and help ensure they are appropriately managed.
13. To identify any risks in delivering the service and comply with risk management procedures.
14. To keep accurate and up to date electronic case records on our case management system including details of all client contact, upload relevant reports/documents and accurately record time spent on each action.
15. To meet the requirements for internal/external monitoring and evaluation.

- 16.To promote the Independent Specialist Advocacy Service to key stakeholders and members of the public. This may involve providing information and training sessions.
- 17.To cover the Advocacy Administrator role as required, for effective service delivery.
- 18.To implement work to promote equal opportunities.
- 19.To keep up to date with relevant legislation, case law and internal/external best practice guidelines.

Team Work

1. To contribute to and participate in regular supervision sessions and team meetings.
2. To contribute to and participate in the appraisal process.
3. To attend meetings and represent the service as required.

Policies

1. To work in line with Derbyshire Mind policies, procedures, codes and guidance, including in relation to health and safety, confidentiality, disclosure of abuse, data protection and equal opportunities.

General

1. The above describes the normal duties expected from an Independent Specialist Advocate. It is necessary for all employees to be flexible in this respect and all employees may be required from time to time to perform other duties that may be required by the employer to provide effective advocacy to clients and to ensure the efficient running of the organisation.

This job description may be subject to joint review from time to time between the post holder and Derbyshire Mind and as such is liable to amendment.