



Job Description: Paid Representative (DOLS)

Hours: 37 hours per week. The post requires flexible working.

Salary: £24,382 – £24,799 per annum. Starting salary £24,382 per annum.

Reports to: Specialist Advocacy Service Manager

Location: A combination of office based working at Kingsway Hospital, 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 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.
- To assist people to request reviews, access complaints procedures, and support them to make applications to the Court of Protection where necessary.
- 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, e.g. their own home or a supported living placement.

Duties and Responsibilities of the Post

1. To provide support and representation to the person for the duration of their DOLS authorisation, meeting with them regularly and helping them as far as possible to understand:
 - The effect of the authorisation.

- What it means and why it has been given.
 - How long it lasts.
 - Any conditions or recommendations to which the authorisation is subject.
 - What their rights are.
 - How to exercise their rights under the Act, namely using the complaints procedure, triggering a review or appealing to the Court of Protection.
2. To visit the person regularly at their place of residence, usually a care home or hospital both within Derbyshire and out of area.
 3. To provide regular visit reports to the relevant Supervisory Body.
 4. To act as Litigation Friend in Court of Protection proceedings, instructing and liaising appropriately with a range of legal professionals including solicitors, barristers and the Court.
 5. To act as a 1.2 representative where authorisation is being sought from the Court of Protection to deprive a person of their liberty in a domestic setting, e.g. their own home or supported living placement, including:
 - Weighing the pros and cons of the individual's care and support package and comparing it with other available options.
 - Considering whether any of the restrictions are unnecessary, inappropriate or should be changed.
 - Informing the Court about what the individual has said, and the individual's attitude towards the care and support package.
 - Checking from time to time that the care and support package is being properly implemented.
 6. To liaise, communicate and negotiate effectively with a range of health and social care personnel and managers.
 7. To prioritise work to meet the needs of clients and comply with required timescales.
 8. To identify any risks in delivering the service and comply with risk management procedures.
 9. To keep accurate and up to date electronic case records on our case

management system including details of all client contact, upload relevant reports and documents and accurately record time spent on each action.

10. To ensure the requirements for internal and external monitoring and evaluation are met.
11. To implement work to promote equal opportunities in the service.
12. To keep up to date with policy and legal changes relating to the service.

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 a Paid Representative. 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.