**Post:**  Independent Advocate, RPR and 1.2 Representative

**Hours:**  15 hours per week (Wednesday and Friday)

**Location:** Hexham office, working flexibly throughout Northumberland

**Accountable to:** Project Lead and Director

**Rate of Pay:** £23,685.56 per annum (pro-rata)

**Contract:** Permanent

Training will be provided for the role. If you do not currently hold the Independent Advocacy Qualification you may be required to complete this. Personal development support will be provided.

**Overall purpose**

To provide Independent Advocacy, which supports flexible service delivery across the county. A professional, customer-focused attitude is essential.

This post provides statutory advocacy services to the public in relation to the Mental Health Act, the Mental Capacity Act, NHS Complaints Regulations 2009 and the Deprivation of Liberty Safeguards and their regulations and codes of practice. The post involves providing Independent Care Act Advocacy, General Advocacy, Mental Health Advocate, NHS Complaints Advocacy, Relevant Person Representative and 1.2 Representative roles and could include providing Independent Mental Capacity Advocacy.

**Key tasks and functions of the role:**

The role includes working with people of all ages including those with learning disabilities, people with mental health needs, people with physical and sensory impairment and older people.

The role involves supporting individuals to speak for themselves, or to provide representation if required. The role will also involve delivery and facilitation of workshops and training sessions for service users around self-advocacy and negotiation skills.

The post holder will work in conjunction with other Adapt (NE) staff and will assist in the co-ordination and development of the service where appropriate. The role includes aspects of the following:

* To provide advocacy to qualifying clients in Northumberland
* To offer one-to-one advocacy and promote, develop and support other forms of advocacy, as required
* To provide DoLS Representative services as described in the Mental Capacity Act 2005 (MCA), its Regulations and Code of Practice
* To write application documentation and regular reports to be provided to the DoLS Team
* To support individuals to speak for themselves or to represent them where they are unable to speak for themselves if required
* To attend relevant meetings
* To encourage individuals to explore their potential to the fullest, push boundaries and take risks to maintain or regain increased control over their daily lives
* To assist in providing a response to enquiries and referrals and contribute to the general running and development of Northumberland Independent Advocacy Service
* To signpost to legal advice and other appropriate services where necessary
* To facilitate self-advocacy groups and skills training with and for service users
* To work within and comply with the contractual remit of the service, codes of conduct and all Adapt policies and procedures
* To keep up-to-date with relevant case law and any changes in legislation
* To maintain satisfactory records and administration systems and to contribute to the efficient running of the service
* To actively participate in, and contribute to, team meetings, supervision and staff appraisals, as arranged
* To assist in establishing criteria for good practice in advocacy and in monitoring and evaluating the service against these criteria

**Accountability**

* To seek guidance and support from supervisors and management
* To record movements and provide relevant information to the Adapt Advocacy project lead, as requested
* To work closely with clients in accordance with the codes of practice, legislative guidance and other procedures

**Working with others**

Internal

* To share information, good practice and concerns with team members

External

* To liaise with service providers, relatives and others engaged with, or working with, service users as part of the advocacy role
* To develop good working relationships with other agencies and with referrers

**Project Development**

* To contribute to the development of Northumberland Independent Advocacy Service operational and administrative policies, practices and procedures
* To publicise and promote the work of Northumberland Independent Advocacy Service and the development of advocacy, including innovative models of advocacy
* To take part in, and contribute to, training and development including completion of the independent advocacy qualification and appropriate additional units, if required