



JOB SPECIFICATION

Job Title	Independent Advocate
Job Purpose	To provide independent one to one and collective advocacy across all referral groups in Dumfries and Galloway.
Responsible to	Chief Executive
Base	9 Church Crescent, Dumfries
Hours	21 hours per week (over 3 days)
Annual Leave	27 days per annum plus 9 statutory days (pro rata)
Salary	(£16,873 pro rata) £9,576
Duration	One Year

MAIN JOB PURPOSE

To provide independent one to one and collective advocacy to all referrals to Dumfries and Galloway Advocacy Service, i.e. referrals that may have requirements under general, specific or mental health act contexts. The advocate's role is to empower clients to express their views, wishes and choices; you will ensure that clients remain as involved as possible in all decisions that affect their lives.

MAIN TASKS

- To maintain and manage a personal case load.
- To work on one's own and as part of a team.
- To attend staff, team, supervision and training sessions as directed.
- To maintain accurate administrative records of all case work and communicate such records to the main office regularly.
- To co-ordinate all referrals with the Chief Executive.
- To work supportively, where appropriate, with volunteer advocates.
- To work in accordance with SIAA Principles and Standards and Code of Practice, Dumfries and Galloway Advocacy Service Contractual arrangements, Policies and Procedures and the Law.
- To promote and raise awareness of the service.
- To carry out any other task reasonably requested to ensure the efficient running of the Company.

Closing Date: 22 February 2019