



JOB ROLE & PERSON SPECIFICATION

Job Title	Independent Mental Health Advocate (IMHA)
Job Purpose	To provide independent one to one and collective advocacy across Mental Health and Learning Disability referrals in Dumfries and Galloway.
Responsible to	Chief Executive
Base	9 Church Crescent, Dumfries
Hours	21 hours per week (over 3 days – Mon, Wed, Fri)
Annual Leave	27 days per annum plus 9 statutory days (pro rata)
Salary	(£17,210 pro rata) £9,768
Duration	This post is initially for one year

An exciting opportunity has arisen to work for Dumfries and Galloway Advocacy Service. We are seeking an organised and motivated individual to join our team. An awareness of diversity and ability to research complex and sensitive issues independently and quickly is essential to the post. Experience or knowledge of working with those with mental health diagnoses and learning disabilities diagnoses would be preferred.

This post is to meet the advocacy requirements of clients across the spectrum of mental health and learning disability referrals. Such referrals include those from all aspects of NHS and Council services, including Mental Health Officers, GP and Acute health care, we also receive many self-referrals and requests for support from carers and other third sector organisations.

Job Purpose:

Advocacy is helping to support clients to express their wants and wishes and ensure that their views are expressed clearly. An Independent Advocate will help clients to speak up and act for themselves. This can include listening and providing information and representing someone's views by speaking on their behalf. An Independent Advocate may be asked to support clients by attending Mental Health Tribunals, Review Meetings, Care Plan meetings and more. Clients may want to contact an advocate if they are concerned about their treatment or care, or any other problems they may have whilst staying in hospital, a residential setting or in their own home.

Key Duties:

- Working with individuals with mental health issues and / or learning difficulties
- Support clients to ensure that their views form a key part of decision-making processes
- Provide clients with information about their rights
- Assist clients to understand the information given to them and the options available
- Liaise with key health care professionals including Psychiatrists, Psychologists, Social Workers, Nurses and Key Workers on behalf of the client
- Attend meetings when required
- Work in a non-instructed capacity when necessary

- Maintain and manage a personal case load
- Work on one's own and as part of a team
- Attend staff, team, supervision and training sessions as directed
- Maintain accurate administrative records of all case work
- Co-ordinate all referrals with the Chief Executive
- Work supportively, where appropriate, with volunteer advocates
- 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
- Promote and raise awareness of the service
- Carry out any other task reasonably requested to ensure the efficient running of the Company

Person Specification:

- It is essential you have a full driving licence and access to independent transport
- We are looking for an organised and motivated individual
- Excellent listening and communication skills will be essential to build good relationships with clients and health professionals and of benefit in promoting the Advocacy service.
- Direct experience working with individuals with mental health issues and learning difficulties
- Knowledge and experience of working with people on the Autistic Spectrum would be an advantage
- An ability to engage with people with complex needs and communication difficulties
- An awareness of diversity and ability to research complex and sensitive issues independently and quickly
- Ability to work to deadlines
- Ability to work independently
- A flexible and reliable approach to work
- Experience and sound working knowledge in working with Microsoft Office and general IT Skills is required
- Knowledge of the Mental Health (Care & Treatment) (Scotland) Act 2003, Mental Health (Scotland) Act 2015, Adults with Incapacity (Scotland) Act 2000 and the Equality Act 2010
- Literacy
- The Ability to work flexibly to meet the needs of the service, including if necessary, some work during evenings or weekends.

A Protecting Vulnerable Groups Scheme Registration check is required.

Post Funding:

This post is funded by the Bank of Scotland Foundation and is initially for 1 year, this may be extended dependent on funding. Dumfries and Galloway Advocacy Service is core funded by Joint Commissioning of D&G NHS and Council to provide Individual and Collective Advocacy for all adults who may be at risk in Dumfries and Galloway, including under the terms of the Mental Health (Care & Treatment) (Scotland) Act 2003.

www.dgadvocacy.co.uk



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