



Dumfries & Galloway

ADVOCACY SERVICE

Delivering Advocacy in the Region since 1993

JOB ROLE & PERSON 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	This role may be either office based in Stranraer or home-based, depending on applicant location and experience
Registered Office	9 Church Crescent, Dumfries
Hours	21 hours per week (over 3 days to be agreed at interview)
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
Requirement:	Must have full driving licence and access to independent transport

An opportunity has arisen to work for Dumfries and Galloway Advocacy Service. We are seeking an organised and motivated individual to join our team. Experience or knowledge of working with vulnerable adults would be preferred.

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

Job Purpose:

Advocacy is about helping to support clients to express their thoughts 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 Reviews, Care Planning meetings, Children's Hearings (with the parent/guardian), GP appointments 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:

- 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 work supportively, where appropriate, with volunteer advocates
- To work in accordance with SIAA Principles and Standards and Codes of Best 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

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 services and of benefit in promoting the service
- Knowledge and experience of working with vulnerable people
- 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
- General IT Skills are required including the use of Microsoft Office
- Literacy
- The Ability to work flexibly to meet the needs of the service

A Protecting Vulnerable Groups Scheme Registration/Update is required.

Post Funding:

This post is 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.

Closing Date: 15th November 2019

