



JOB DESCRIPTION

Job Title: Statutory Advocate
Office Base: Ellesmere Port
Accountable to: Senior Advocate
Date Written: October 2018

Primary Purpose:

To act as an advocate in Cheshire working with older people according to agreed criteria, including the role and functions of an Independent Mental Health Advocate (IMHA), Care Act Advocate, Independent Mental Capacity Advocate (IMCA) including Deprivation of Liberty Safeguards, Paid RPR, Litigation Friend, 1.2 Representative and other associated roles. To carry a caseload of clients as part of a team utilising, as appropriate, both instructed and non-instructed advocacy techniques.

Main Duties:

1. To work with people to identify the advocacy issues which they wish to resolve and to agree with the client and with those involved in their care the likely outcomes of the advocacy intervention and the time-scales involved
2. To represent the views, needs and rights of clients on a formal and informal basis to others involved in their life and care
3. To support clients in making decisions about their future housing, health, care and daily living needs
4. To provide clients with accurate, up-to-date information taking due consideration of relevant legislation including the Mental Health Act, Mental Capacity Act, Deprivation of Liberty Safeguards, Care Act and associated statutory guidance and Code of Practices, as well as issues such as confidentiality, data protection and client consent
5. To maintain accurate, up-to-date reports and case records, adhering to Age UK Cheshire's policy on confidentiality and client consent and the requirements for Data Protection at all times
6. To refer clients to other appropriate agencies as required
7. To undertake training required to deliver statutory Advocacy. This will include the completion of portfolios to fully achieve advocacy qualifications, this may require completion in your own time.

8. To attend appropriate training and supervision sessions as required and report regularly to the Senior Advocate according to agreed standards.
9. To support the training and induction of volunteers and new paid advocates to ensure a consistent service across Cheshire
10. To work with the Senior Advocate in developing and maintaining advocacy services to people in Cheshire, including:
 - Identifying social policy issues affecting older people
 - Keeping informed of new developments and initiatives locally, regionally and nationally which may affect the work of the projects
 - Representing the organisation at appropriate meetings and venues
 - Promoting Age UK Cheshire's Advocacy Services
 - Writing reports as required in a timely manner, including formal reporting as required under each of the statutory advocacy roles.
 - Establishing and developing relationships with Health and Social Services staff and with other partners and agencies
 - Monitoring client satisfaction with the quality of service provided
 - Evaluating the impact of advocacy support and outcomes achieved
 - Accurately time recording all time spent on advocacy cases and accurately maintaining the Age UK Cheshire client/case work data base
11. To be an active part of the team and to undertake clerical and administrative duties required to service the post (when required)
12. To work to the Advocacy Quality Performance Mark and the Advice Quality Standards
13. To work according to Health and Safety policies and procedures particularly those relating to home visiting and lone working
14. To assist in any fundraising activities organised by Age UK Cheshire
15. To undertake any other reasonable duties as requested by the Chief Executive

PERSON SPECIFICATION

STATUTORY ADVOCATE

Requirement	Essential	Desirable
Education, training and qualifications		Recognised Advocacy Qualification in IMCA, IMHA, DoLS and Care Act.
Skills and knowledge	<p>A sound knowledge and understanding of the issues that affect the lives of older people.</p> <p>Knowledge of relevant legislation including the Mental Health Act, the Mental Capacity Act and the Care Act.</p> <p>Good communication skills, both verbal and written, including case note recording and report writing.</p> <p>IT skills, including Microsoft word processing, databases, internet and e-mail.</p>	<p>Knowledge of the structure and organisation of local and health authorities.</p> <p>Experience of service promotional work.</p>
Experience	Experience of mental health issues, including dementia.	<p>Experience of working in the voluntary sector.</p> <p>Prior experience in an IMHA, IMCA, Care Act or general advocacy role.</p> <p>Experience of working with older people and an understanding of the issues which affect the quality of their lives.</p>
Personal attributes	<p>A commitment to empowering older people to have choice and control over their own care.</p> <p>Commitment to equal opportunities and confidentiality.</p> <p>Ability to travel freely across Cheshire.</p>	
Skills and abilities	<p>Organisational skills and an ability to work on own initiative and under pressure.</p> <p>Ability to work with a wide range of people from the statutory, voluntary and private sectors.</p> <p>Ability to approach issues objectively and diplomatically</p>	

AGE UK CHESHIRE STATUTORY ADVOCATE

Age UK Cheshire leads the Cheshire Advocacy hub and has been delivering an Advocacy Service for older people across East and West Cheshire since 1999. The Cheshire Advocacy Hub service seeks to ensure that people are able to express their views and concerns, access information and services, have their rights and responsibilities upheld and have choice and control, in so far as is possible, over decisions in their lives.

The team consists of the Head of Services, Senior Advocate, Advocates, Triage Officers and Support Officer and works in partnership with Cheshire Centre for Independent Living (CCIL) who deliver statutory advocacy to under 65's.

By exception advocates may be required to travel outside of Cheshire where service users are funded by Cheshire Local Authorities. This will represent a very small percentage of advocacy casework.

The post holder will be expected to comply with Age UK Cheshire's policies regarding equality, health and safety and data protection and confidentiality. Age UK Cheshire has recently achieved the Advocacy Quality Mark and holds the Advice Quality Standard, IAQP (Age UK standard) and works to ISO 9001.

Hours: 21.75 hours per week over 3 days (Monday to Wednesday).

Salary: £13,741.65 per year

Travel: The nature of the job will require travel across Cheshire and occasionally in the counties bordering Cheshire. The job holder will need to be able to meet this requirement. Travelling expenses will be paid for travel incurred in the course of duty (paid at Inland Revenue dispensation rate – currently 45p per mile).

Holiday Entitlement: Five weeks leave p.a. (excluding Bank Holidays) rising after 5 years continuous service by one day per year (pro rata) to a maximum of 6 weeks leave after 10 years.

Contract: All new staff members are subject to a six-month probationary period. One month's notice is required to terminate employment by either side i.e. the employee or Age UK Cheshire. During the probationary period, one week's notice is required by either side.

Pension: Age UK Cheshire has an automatic enrolment workplace pension scheme in place for eligible employees.

Health Care: After the 6 months probationary period staff will automatically join the Age UK Cheshire's Health Care Cash Plan and will be entitled to receive healthcare benefits.

Criminal Disclosure: The post holder will be subject to police checking by the Disclosure and Barring Service (was CRB) (Enhanced Disclosure + check of Adults Barred List).

Age UK Cheshire is a *Mindful Employer* and positive actions will be taken to ensure that people will not be excluded from working for Age UK Cheshire because of their age, race, ethnicity, faith, marital status, sexual orientation, gender, physical or mental health.

Closing Date – No later than 5pm on Friday 8th March 2019
Interview Date – 21st March 2019