



## **JOB DESCRIPTION**

**JOB TITLE:** Paid Relevant Persons Representative (RPR)  
**OFFICE BASE:** CCIL Offices, Denton Drive, Northwich  
**ACCOUNTABLE TO:** Senior Advocate  
**DATE WRITTEN:** June 2019

**Primary Purpose:** To act as a paid RPR, as described in the Mental Capacity Act 2005 (MCA), its Regulations and Code of Practice. Working throughout Cheshire with older people according to agreed criteria. To carry a caseload of clients as part of a team utilising, as appropriate, both instructed and non-instructed advocacy techniques.

### **MAIN PURPOSE:**

1. To help the client to understand the DOLS authorisation
2. To provide clients, where necessary, 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.
3. To represent the views, needs and rights of clients on a formal and informal basis to others involved in their life and care
4. Maintain regular contact with the person deprived of their liberty by visiting every 6 weeks, or more regularly if required.
5. To use formal and informal complaints procedures where needed.
6. Request a review of the DOLS authorisation if appropriate.
7. To write regular reports, highlighting any issues or concerns, sending these to the Supervisory Body.
8. If necessary and where possible challenge the authorisation through local means. Or ultimately, refer the case to the Senior Advocate for consideration of escalation for Court of Protection challenge as Litigation Friend.
9. To maintain accurate, up-to-date reports and case records on Charity Log, adhering to Age UK Cheshire's policy on confidentiality and client consent and the requirements for Data Protection at all times.
10. To support the advocacy team by covering admin and triage duties, where required.

11. To work with the Senior Advocate in developing and maintaining the advocacy service 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
- 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

12. To deliver a service that meets Quality Standards defined by Age UK Cheshire, the Advice Quality Standard and the Advocacy Quality Standard.

13. To be conversant with the administrative processes, policies and procedures of Age UK Cheshire and other relevant agencies.

14. To attend training courses, supervision sessions and team meetings as required.

15. To raise the profile of Age UK Cheshire and older people within the voluntary and statutory sector and within the community in general.

16. To undertake any other relevant duties as required from time to time by the Chief Executive or management team.

**Paid RPR**  
**PERSON SPECIFICATION**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Knowledge of relevant legislation including the Mental Health Act, the Mental Capacity Act and the Care Act.</li> <li>• Experience of working with people with mental health issues, including dementia.</li> <li>• A commitment to empowering older people to have choice and control over their own care.</li> <li>• Commitment to equal opportunities and confidentiality.</li> <li>• Ability to travel freely across Cheshire.</li> <li>• Excellent IT skills, including Microsoft word processing,</li> </ul>	<ul style="list-style-type: none"> <li>• Prior experience in an IMHA, IMCA, Care Act or general advocacy role.</li> <li>• Experience of the voluntary sector and inter-agency working</li> <li>• Understanding of the role of Health and Social Care Services</li> <li>• Understanding of mental health issues including dementia</li> <li>• Prior experience of handling referrals</li> </ul>

<p>spreadsheets, internet, databases and e-mail</p> <ul style="list-style-type: none"> <li>• General understanding of the issues affecting the lives of older people and their carers</li> <li>• Good 'Team Player' willing to be flexible and approachable</li> <li>• Able to set and manage priorities within a busy office environment</li> <li>• Excellent interpersonal skills and the ability to deal sensitively with a variety of contacts</li> <li>• Effective communication skills, both written and oral</li> </ul>	
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## **AGE UK CHESHIRE Paid RPR**

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, Paid RPR and Support Officer and works in partnership with Cheshire Centre for Independent Living (CCIL) who deliver statutory advocacy to under 65's.

By exception team members 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.

**Salary:** £12,000 per year

**Hours:** The hours of this work for this post are 21.75 hours per week. This will normally be worked over a minimum of 3 days Monday to Friday between 9am - 5pm (45-minute unpaid break included). Flexibility is required with this role and you may be required to provide cover for holidays and other absences within the department.

**Travel:** Travelling expenses will be paid for travel incurred in the course of duty (mileage paid at Inland Revenue dispensation rate – currently 45p per mile).

**Holiday Entitlement:** Five weeks leave per year (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 are subject to a six-month probationary period. Four weeks' 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).

**Closing Date for Applications:** By no later than 5pm on Monday 19<sup>th</sup> August 19

**Interview date:** Tuesday 27<sup>th</sup> August 2019

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.

Registered Charity No. 1091608