

BATIAS INDEPENDENT ADVOCACY SERVICE
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JOB DESCRIPTION

JOB TITLE: ADVOCATE

LOCATION: Across South Essex

CONTRACTED HOURS: Full time 37.5 hours a week, part time 20 hours a week

SALARY SCALE: N.J.C. SCP 23-28 Approx. £19998 - £22,845 pro rata, depending upon skills and experience

RESPONSIBLE TO: Advocacy Managers

ACCOUNTABLE TO: CEO and BATIAS. Board of Directors

LIAISON WITH: Statutory agencies, local voluntary and private organisations, advocates, carers and partners, local communities

JOB PURPOSE:

To promote, support and facilitate the development of advocacy for people aged 18 years and over with a learning disability, including people with profound and physical / sensory disabilities or complex needs.

The role is to cover:

Formal advocacy work within the areas covered by a service level agreement taking into account the agreed priorities, this will include:

- Where re-provision of service is being planned or undertaken.
- Important changes are planned or have happened in someone's life.

- People with multiple and high support needs, and communication difficulties.
- Parents with learning disabilities going through child protection process.
- Safeguarding of vulnerable adults.

Self-advocacy; facilitating weekly community self-advocacy groups across South Essex enabling people to access a range of information and raise issues of personal concern. Supporting people to develop the group in away that is meaningful to them, promoting the member's skills to enable the development, of decision- making skills, speaking out and peer advocacy.

Citizen Advocacy; assisting with the recruitment, training and matching of volunteer citizen advocates for people with learning disabilities who have requested a partnership. This may be at community events, helping with local promotions, meeting volunteers to explain more about the service

The post holder will at all times act appropriately and convey a professional image as dictated by the Service.

The post holder will act to ensure the independence of BATIAS and to function in accordance with philosophy and policy as defined by the Board of Directors and defined by the charitable status.

MAIN DUTIES:

1. To raise awareness and understanding of advocacy (as defined by BATIAS.) within the area covered by BATIAS.
2. To support and empower people to live as independently as possible within the community To be actively committed to the aims of the White Paper "Valuing People Now" and Our Health, Our Care, Our Say and to ensure that the key principles of Rights, Independence, Choice and Inclusion are upheld.
3. To promote self determination and support people with learning difficulties to speak up or indicate for themselves at every opportunity

4. To provide support which is person centred and promote this way of working with other professionals, carers and relatives
5. To ensure that the independence and objectivity of the service is maintained and that the advocate;
 - provides an effective and quality service and promotes quality in other agencies;
 - operates with business like efficiency and within the constraints of Best Value;
 - promotes the best practice of advocacy and upholds human rights;
 - remains contemporary, innovative and creative in its approach;
 - projects an agreed 'corporate image';
 - keeps abreast of current ideas, thinking, legislation and developments.
- 6 To foster and develop professional links and good quality relations with statutory and other agencies. Some 'networking' will be essential, however, the post holder will be required to retain an appropriate distance in such dealings with service providers and other agencies who may ultimately be the recipients of advocacy attention.
- 7 To keep up to date accurate, professional and factual records relating to the delivery of their service
- 8 To work within the requirements of the 1998 Data Protection Act maintaining BATIAS's monitoring systems
- 10 To monitor and evaluate the service, using the systems in place and to provide regular reports to the Commissioner, as agreed.
- 11 To implement the equal opportunities policy and to ensure its continued application.
- 12 To undertake appropriate training as required.
- 13 To be aware of local initiatives and consultation exercises.

- 14 To be prepared to work as part of a team, offering support to colleagues where necessary
- 15 To attend meetings as required, this to include team and office meetings.
- 16 To be able to maintain a flexible working pattern as some evening and weekend work will be required from time to time. It may be necessary to respond to an individual and immediate need at short notice.
- 17 To actively participate in supervision and your own personal development programme.
- 18 The role of an advocate will include visiting individuals and organisations across South Essex and sometimes wider, therefore a full driving licence and use of a car is essential or to have access to a car and driver
- 19 Confidentiality is essential to the work of an advocate and must be maintained at all times.

Note: This job description is not exhaustive and may be added to or changed from time to time, following discussion and consultation between the post holder and the Manager / Board of Directors.

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ADVOCATE - PERSON SPECIFICATION

Information for candidates: The person specification provides an outline of the experience, skills and abilities we expect the candidate to possess.

When submitting your application, please tell us in what way you have carried out the criteria asked for. People with disabilities will be offered an interview where they meet the Essential Criteria alone.

Criteria	Essential	Desirable
Skills and Abilities		
1. To have worked with people with a learning disability for two years.	*	
2. To have an understanding of the issues relating to people with profound disabilities and complex needs	*	
3. To understand the principles of Total Communication and to be able to apply these with people with communication difficulties.		*
4. To have knowledge and experience of the purpose and practice of advocacy.	*	
5. To have knowledge and understanding of delivering a person centred service	*	
6. Proven ability to challenge, negotiate and work with people who present diverse perspectives.	*	
7. Ability to communicate effectively, both orally and in writing, including writing letters and reports.	*	

8. To be able to research information and find solutions to problems	*	
9. Proven ability to prioritise and organise their workload, be able to work under pressure and meet agreed deadlines.	*	
10. Awareness of local networks within the voluntary and statutory sectors and have an awareness of the differences between the two sectors.		*
11. Knowledge of computer software e.g. Word for Windows and be able to produce letters and reports.		*
Personal		
1. To a full clean driving licence and the use of a vehicle (or if disabled, have access to a driver).	*	
2. A commitment to working in partnership with dis-empowered people, equal opportunities practice and the promotion of civil and human rights.	*	
3. Committed to ensuring that people with learning difficulties have real choices, are treated with dignity and respect, are given privacy and are enabled to participate and become active members of the community.	*	
4. Committed to upholding the views and preferences of the person who they are supporting and not to impose their own moral judgement	*	
5. Willingness to undertake training.	*	
6. Be able to provide a flexible approach to hours, including occasional evenings and weekends if necessary.	*	
7. Highly motivated and able to work as a team member	*	