**AdvoCard**

**PERSON SPECIFICATION**

Outlined below are the essential and desirable criteria for the post of **Advocacy Worker**. When filling in your application use these criteria to outline how your skills and experience are relevant to the post. When short listing the interview panel will use these criteria to assess your suitability for the post.

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| **QUALITIES** | **ESSENTIAL** | **DESIRABLE** |
| Knowledge: | Of the principles of independent advocacy. |  |
|  | Of the issues faced by people using substance misuse or mental health services. |  |
| Experience: | Of compiling reports and / or the recording of information. | Direct experience of delivering independent advocacy. |
|  | Of managing own workload and to work flexibly both on own and as part of a small team. | Direct experience of using mental health services or substance misuse services for PSU posts. |
|  | Of using IT in particular to write reports and manage records. | Use of Microsoft office and Google GSuite applications |
| Ability: | To communicate effectively both verbally and in writing. |  |
|  | To quickly and effectively assess expressed need through active listening. |  |
|  | To recognise and work within agreed boundaries of confidentiality. |  |
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