

Job Description

Job Title: Advocacy Worker

**Responsible to:** Edinburgh Carers Council Coordinator

**Salary:** AP4 £25,027-£27,702

**Working Hours:** 30 hours per week pro rata

**Location:** Great Michael House,14 Links Place, Edinburgh EH6 7EZ.

Currently working in a blended way between the office at Links Place and homeworking.

**Please submit your application by Wednesday 25th May at 5pm. Interview date TBD.**

##### Job Summary

To help people to make supported decisions; by articulating their needs, providing them with information on their rights and redress, and to support them to have their voice heard.

To work independently – often lone working – and as part of a team, to ensure that the service proceeds within the policies, procedures and guidelines as approved by the Edinburgh Carers Council Trustees and reflective of statutory and professional obligations.

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##### Main Duties and Responsibilities

**Advocacy**

* To respond quickly and efficiently to requests for independent advocacy received by Edinburgh Carers Council from individuals and professionals
* To liaise with other professionals involved with that person from the point of referral onwards and to represent the views of that person by adhering to their expressed wishes
* To attend statutory meetings, either with, or on behalf of, individuals who may be subject to a variety of legal proceedings.
* To work within the policies and procedures of the organisation and the principles, standards, and code of best practice for independent advocacy in Scotland
* To signpost service users to appropriate, specialist information and advice relating to their circumstances
* To update records of advocacy work in line with legislation, and policies and procedures in place. This might include contributing to the monitoring reporting arrangements in place as a condition of funding for our services

**Development Work**

* To disseminate information relating to rights, and how to access services, to service users and potential service users
* To promote Edinburgh Carers Council, and the role of independent advocacy to professionals in the field
* To monitor the impact of independent advocacy on individuals using our service and report findings to others as appropriate
* To attend relevant meetings and groups, where appropriate
* Along with the Coordinator, to monitor, assess and review the effectiveness of advocacy work undertaken, in particular service user satisfaction
* To liaise with any networks of other advocacy service, locally or nationally
* Any other duties deemed relevant to the post

**Miscellaneous**

* To participate in regular support and supervision meetings to review performance, as well as annual appraisal
* To attend regular team meetings to discuss issues relating to the development and monitoring of the service and the organisation as a whole as well as Reflective Practice
* To contribute positively to a culture where all staff have a responsibility to be flexible enough in their working practice to be able to cover the work of others across a range of services
* To have a commitment to and to ensure the practical application of Edinburgh Carers Council’s policies and procedures, reflective of statutory and professional obligations

**Training**

Training is provided by Edinburgh Carers Council in line with that identified by the Coordinator through Supervision and appraisal. You may also request specific training and Edinburgh Carers Council will endeavour to meet such requests dependent upon resources.

**Contacts**

* Carers
* A range of service providers and professionals drawn from the statutory, voluntary, and private sectors
* Other advocacy and voluntary organisations and their staff
* Edinburgh Carers Council Trustees, staff, and volunteers
* Members of the public

**Person Specification**

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| **Qualifications**  | **Essential** * Good level of educational attainment
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| **Knowledge and Experience**  | **Essential** * Experience of working in a way that is directed by the interests, views, and wishes of the people you are working with
* Have a good understanding of Independent Advocacy and the SIAA Principles, Standards & Code of Best Practice
* Have experience of working within agreed boundaries of confidentiality
* Have experience of working independently and completing tasks to agreed timescales – being self-motivated and able to use initiative appropriately
* Have experience of recording data using an electronic case management system and of using Microsoft Office computer packages, including Word and Outlook
* Knowledge of carers rights and of mental health and capacity legislation
* Commitment to working in a human rights based manner

**Desirable** * Personal or lived experience
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| **Working as a Team** | **Essential** * Have experience of working flexibly within a small team
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| **Communication Skills** | **Essential** * Ability to speak and write clearly and accurately
* Ability to communicate well online
* Have experience of communicating sensitively and appropriately with a range of people, both verbally and in writing
* Ability to communicate with empathy and sensitivity
* Ability to give information clearly
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| **Professionalism** | **Essential** * Ability to take responsibility for own work
* A clear understanding of boundaries and confidentiality
* A commitment to work within Edinburgh Carers Council values and policies
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For more information about Edinburgh Carers Council: [www.edinburghcarerscouncil.co.uk](http://www.edinburghcarerscouncil.co.uk)

For enquiries about the position please contact: ruth@edinburghcarerscouncil.co.uk

or 0131 322 8480

Edinburgh Carers Council, Great Michael House, 14 Links Place, Edinburgh, EH6 7EZ

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