CAPS Independent Advocacy

**Children & Young People’s Individual Advocacy Worker**

**PERSON SPECIFICATION**

ESSENTIAL

* Have experience of working with children and young people;
* Know how to involve children and young people in decision-making about their situation in a positive, non-judgemental way which is directed by their views and wishes;
* Have experience of communicating sensitively and appropriately with a range of people including children and adults, both verbally and in writing;
* Have experience of working within agreed boundaries of confidentiality and knowledge of child protection procedures;
* Have experience of working independently and completing tasks to agreed timescales – being self-motivated and able to use initiative appropriately;
* Have good IT skills and be able to record data using an electronic case management system and use Microsoft Office computer packages, including Word and Outlook;
* Ability to work flexibly during the week and available to work across a large geographical area as required;
* Have a driving licence and use of a car.

DESIRABLE

* Have an understanding of Independent Advocacy and the Scottish Independent Advocacy Alliance’s “Principles, Standards & Code of Best Practice”;
* Have knowledge of the Children’s Hearing system and of relevant legislation and guidance about young people and their rights, including: the Children (Scotland) Act 1995, Children’s Hearings (Scotland) Act 2011 and Getting it Right for Every Child.

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