Post of independent Advocate

Job Description

**Job Title:** Independent Advocate

**Employer:** EARS Independent Advocacy Service (SCIO)

**Place of Work:** Work undertaken is both **community and office** based. The EARS (West Lothian) office is based in Livingston.

# Purpose of the post: Providing independent advocacy to people who are resident within West Lothian.

**Length of Post:** This post is initially funded to March 2029 - the post may also be subject to extension, depending upon continued funding.

**MAJOR FUNCTIONS OF THE POST:**

* To provide a free and confidential independent advocacy service to people, by enabling those wishing to represent themselves or, where appropriate, representation of that person where they are unable to express their views.
* To continue to develop the West Lothian advocacy services for those specified service users fitting the service criteria which may include:

*Vulnerable people who:*

* + live in the community,
	+ have a mental health disorder or disability
	+ are living in, or are considering moving into, long-term care,
	+ are hospitalised and/or in a delayed discharge/’step-down’ situation,
	+ have a right to access independent advocacy under the Mental Health (Care & Treatment) (Scotland) Act 2003 and the Adult Support & Protection (Scotland) Act 2007, the Adults with Incapacity (Scotland) Act 2000
* To work and liaise with local/West Lothian professionals and key workers (e.g. medical staff, social workers, care providers), professional bodies, organisations, agencies and networks to ensure that the service, and its work, is brought to the notice of all potential service-users.
* To develop and provide information, educational and promotional sessions and materials to professionals and community groups within West Lothian to ensure improved access to the service.
* To keep up to date with the patient’s rights, vulnerable adults, mental health and adults with incapacity legislation, recommendations and guidance.
* To keep and maintain your own diary of work.
* Any other duties concomitant with or appropriate to the post and as directed by the CEO or Board of Trustees.

# PRINCIPAL TASKS

## Provision of Advocacy

* To seek out those people in West Lothian who require, or would benefit from, an independent advocacy service.
* To provide advocacy for those people whom, due to their circumstances, require support in advocating on their own behalf/representing themselves.
* Enable those who are referred to the service, to communicate effectively with other persons/services
* Ensure priority is given to; those people who have a right to access advocacy under the Mental Health (Care & Treatment) (Scotland) Act 2003 and the Adult Support & Protection (Scotland) Act 2007 and those who are subject to/at risk of abuse.
* When and where necessary, signposting service users to other services providing advice and support, e.g. carers support services.
* Provide service users with up to date information in an accessible manner to ensure people make informed decisions about their care, welfare, and lifestyle choices.
* If required, provide advocacy in legal and court settings on matters relating to their individual rights.

# Service Development

* To investigate and put into action strategies for the continued development and provision of this service in West Lothian, thus enabling access to the service, by the provision of education and/or information about advocacy for professionals and potential service-users.
* To develop and maintain effective liaison with key professionals –including; social workers, health care staff, mental health officers, key workers, appropriate organisations and other care workers/managers (e.g. supported living and continuing care services).

## Administration

* To keep and maintain a record of all work time, activities and advocacy interventions and related issues.
* To provide statistics and information about the work undertaken and to provide quarterly and other regular written reports – when and where required – that are relevant and of value to the internal and external evaluation of the service.

## Decisions to be made in the course of the work

The post holder will have responsibility for making decisions on:

* How their remit is undertaken to maximise the benefit of the post to those for whom it is intended/provided.
* Day to day self-management and management of personal work/duties.

## HOURS OF WORK

14 hours per week. Non-negotiable.

## LINE MANAGEMENT

The post holder will be managed and supervised (day to day) by the Senior Advocate, then the CEO, or, in his/her absence, a member of the Board of Trustees.

## PAID ANNUAL LEAVE ENTITLEMENT

38 days per year annual leave (pro-rata) - this is inclusive of all public holidays.

## PENSION ARRANGEMENTS

EARS currently operates a compulsory Workplace Pension Scheme – details available upon offer of the post.

## CONDITIONS OF SERVICE

Post will be subject to an Enhanced Disclosure check (PVG Scheme Record) being carried out.

## SALARY

The post has a salary of £23,080.00 (**£9,232.00 pro-rata**), non negotiable.

## INDUCTION/PROBATIONARY PERIOD & REVIEW DATES

There will be an induction/probationary period of six months followed by a performance review – subject to the result of performance review this period could be extended.