Post of independent Advocate

Job Description

**Job Title:** Independent Advocate – Older People

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

**Place of Work:** Work undertaken is based in the EARS Livingston office as well as visits to the local community, hospitals and care homes of West Lothian.

# 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, confidential independent advocacy service to survivors of stroke, by supporting them to have their views heard.
* To develop the advocacy service for those specified service users which also may include people who*:*
  + live in the community,
  + have a mental health disorder or disability
  + 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 professionals and key workers (e.g. medical staff, social workers, care providers), professional bodies, organisations, agencies and networks where appropriate.
* To develop and provide information, educational and promotional sessions and materials to professionals and community groups to ensure improved access to the service.
* To keep up to date with people’s rights as well as 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 individuals who require, or would benefit from, an independent advocacy service.
* To provide independent advocacy to older people by assisting them to have their views, wishes and needs heard.
* Enable those who are referred to the service, to communicate effectively with other people/organisations.
* Ensure priority is given to service users 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 organisations which provide advice and support, e.g. carers support services.
* Provide service users with up to date information in an accessible manner to ensure they can 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.