



Job Description

Post:	Advocacy Worker
Location:	Renfrewshire
Responsible to:	Service Manager
Hours :	15 hours per week (temp for 6 months) - to be worked as the service demands
Salary:	£23,400 per annum pro-rata
Pension:	6% of basic salary

Summary:

This post will contribute effectively to the You First Advocacy Service, which provides independent issue-based Advocacy support to vulnerable individuals in the community and in hospitals, who require assistance to represent themselves.

The post holder will be required to clearly show an understanding of the concept of Advocacy and associated issues.

An awareness of individual rights, objectivity and empathy will be required.

A mature ability to challenge individuals/organisations, without recourse to confrontation is important.

Duties:

1. To provide independent issue-based Advocacy support to service users.
2. To enable service users to express themselves through the use of the You First Advocacy Service.
3. To act on behalf of service users to promote their wishes.
4. To professionally liaise with other agencies.
5. To professionally record all relevant details relating to specific areas of work.

6. To prepare written information for presentation for and on behalf of service users.
7. To promote and enhance positive awareness of Advocacy in the community and in hospitals.
8. To promote and enhance positive awareness of Advocacy among statutory and voluntary agencies.
9. To be aware of the need for, and to maintain objectivity when supporting service users.
10. To enable service users to access the service with minimal difficulty.
11. To undertake administration/financial responsibilities in a manner which allows maximum time to work with service users.
12. To participate in, and contribute to, training organised for and by, You First Advocacy.
13. To undertake other duties as directed by the Service Manager.

This list is neither exhaustive nor exclusive. The post holder will be expected to contribute to the ongoing development of the post and service.

YOU FIRST ADVOCACY

PERSON SPECIFICATION

ADVOCACY WORKER – 15 hours per week

QUALIFICATIONS	Essential	Desirable
SVQ3 or equivalent, or a willingness to undertake this qualification		✓

EXPERIENCE

Knowledge and experience in Advocacy	✓	
Experience of group work		✓
User involvement in services		✓
Working in Equal opportunities environment	✓	
Mental health/Learning Disability/special needs client groups	✓	
Team work		✓
Working in voluntary sector		✓

SKILLS

Excellent interpersonal skills	✓	
Effective communication skills	✓	
Presentation Skills	✓	
ICT Skills	✓	
Car Driver		✓

PERSONAL TRAITS

Self motivated	✓	
Flexible/adaptable	✓	
Outgoing	✓	
Creative Thinker	✓	