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|  *N:\Branding\Logos\York Mind\MIND_York_Stack.jpg* Job Description |
| Job Title: | Independent Advocate (Working flexibly across all statutory advocacy streams) |
| Hours (including working days) | 37.5 hrs per week |
| Salary: Pro-rata/full time/part time | £21,600 pro rata per annum |
| Responsible to: | Project Co-ordinator (IMHA, Care Act and NHS) |
| Responsible for: | N/A |
| Primary Base: | York  |
| **Aim of the post:** | To provide an independent and confidential advocacy service to people in York. |
| Main deliverables: |
| To provide a statutory advocacy service to people who fall within the eligibility criteria in line with the relevant codes of practice and best practice guidance. Advocacies will include Independent Mental Capacity Advocacy (IMCA), Independent Mental Health Advocacy (IMHA), Care Act Advocacy (CA) , NHS Advocacy and Relevant Person’s Representative role (RPR).* To deliver all these advocacy streams in a flexible and efficient way

To manage a fast paced caseload of clients and maintain accurate case notes, files and records pertinent to the work you are doing with clientsTo work collaboratively and in partnership with other agencies |
| **Main duties:** |
| 1. **To work within the aims and objectives of York Mind**
* To work within the advocacy principles and the aims and objectives of York Mind to the benefit of those using our services.
* To ensure that the advocacy service maintains regular and good communication with all other agencies, both statutory and voluntary.
* To keep clear and unambiguous records in writing and in-line with service quality standards within York Mind. Respect all aspects of clients’ confidentiality.
* To ensure a commitment to quality management in York Mind
* To work within and uphold the policies and procedures of York Mind and advocacy specific procedures.

**B) Provide advocacy services** * To provide one-to-one statutory advocacy for people accessing York Advocacy Hub’s services, in a flexible and efficient manner. This will include IMHA, IMCA, CA, NHS, and RPR, depending on referrals received.
* To manage a fast paced caseload of clients and maintain accurate case notes, files and records pertinent to the work you are doing with clients.
* To engage in further training relevant to the role as identified by your line manager.
* Maintain accurate records of expenses expenditure in line with York Mind’s policies and procedures.
* To participate willingly in regular line-management meetings and team meetings.
1. **Support the service within a team of advocates and a wider partnership**
* To attend team meetings, supporting colleagues as part of a peer-case review process.
* Contribute to the sharing of information within the team such as common themes for monitoring reporting, service delivery issues and general service development.
* To engage with wider York Mind and York Advocacy Hub service teams where appropriate such as attending team away days or information events.
1. **Legislation**
* To keep up to date with key legislation affecting the post.

The post holder will carry out any other duties, which are within the scope, spirit and purpose of the job as requested by the York Advocacy Hub Managers.If duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.  |
| **Essential qualifications:** | Independent Advocacy Qualification – IMHA, IMCA, CA and DoLs (To be replaced with LPS) modules. If you are successful in being appointed, and do not have this qualification, York Mind will ask you to start this qualification within the first year of your employment and it is mandatory to undertake this as part of your role. Due to the cost of the qualification, you will be asked to sign an agreement to pay the cost of this back to York Mind should you leave within an agreed period of time. |