

Job Description

Job Title:	Independent Advocate (Particularly advocating around continuing health care assessments)
Hours (including working days)	15 hrs per week fixed term for one year (with potential to extend)
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, particularly around continuing healthcare assessments
Main deliverables:	
<ul style="list-style-type: none"> To provide an 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 particularly supporting people with continuing healthcare processes but occasionally may also include general advocacy, Independent Mental Capacity Advocacy (IMCA), Independent Mental Health Advocacy (IMHA), Care Act Advocacy (CA), NHS Advocacy and Relevant Person's Representative role (RPR). Promoting advocacy eligibility around continuing healthcare assessments to social care teams, health services, carers and clients who may be eligible for assessments. 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 clients To work collaboratively and in partnership with other agencies 	
Main duties:	

A) 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 keep clear and unambiguous records in writing and in-line with service quality standards within York Mind, and 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 advocacy for people accessing York Advocacy Hub's services, particularly around continuing healthcare processes in a flexible and efficient manner.
- 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.

C) Support the service within a team of advocates and a wider partnership

- Promote the right to a continuing healthcare assessment to people, professionals and carers across the city of York.
- 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.

D) 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 – Core and Adults 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 **if continued funding is agreed with the local authority**. It will be 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.