**Statutory Advocate**

**Job Description**

**Responsible To:** Advocay Services Manager

**Responsible For:** N/A

**Location:** Worcestershire

**Overall Purpose**

To provide statutory advocacy support, including non-instructed advocacy through Onside Advocacy services. These may include, but are not limited to Independent Mental Capacity Advocacy, Independent Mental Health Advocacy, Independent Health Complaints Advocacy, Relevant Paid Representative Advocacy and Care Act advocacy.

**Key responsibilities:**

1. Provide independent direct advocacy to support people who have additional needs ensuring:
   * + their rights and interests are represented
     + they are safeguarded
     + their voice is heard
     + they are informed, enabling the person to have as much participation with decisions that affect their lives
     + is person-centred
     + meets the needs of individuals from all sections of the community and is sensitive to and respectful of diversity
     + is consistent with best practice and Onside systems and standards
2. To attend any meetings or assessments in relation to decisions involving the person, supporting the individual to participate as fully as possible
3. To ensure that the persons communication needs have been properly assessed and where possible communicate with the person to ascertain their wishes and views
4. To act on behalf of people where appropriate, either following their instructions on acting in a non-instructed capacity to convey the persons wishes and views
5. Where appropriate, refer and signpost people to other agencies/services to ensure they are receiving effective support
6. Maintain accurate and up to date case management records using Onside database to include the accurate recoding of delivery hours for each case.
7. Contribute to the monitoring and review of the service to include submitting case studies and recording service user feedback as required
8. To seek regular feedback about the quality of services and the impact of advocacy support, preparing and providing both written and verbal feedback and reports on performance
9. To liaise with internal and external agencies to ensure a consistent and comprehensive service is delivered at all times
10. To demonstrate and apply knowledge of key legislation and guidance around The Mental Capacity Act 2005, The Mental Health Act 2007, The Care Act 2015 and other relevant legislation
11. Undertake the process of Independent Mental Capacity Advocacy ensuring that service providers have assessed capacity appropriately, the ‘best interest’ check list has been followed and the principles of the Mental Capacity Act 2005 have been complied with
12. Produce written accurate factual reports for decision makers to utilise in best interests decision making
13. Seek legal advice on behalf of the service users where a formal challenge is required and escalate to the Court of Protection where appropriate.

**Other Responsibilities:**

* Work with service users’ families to provide information, advice and guidance to enable them to access other appropriate support and services
* This role will involve working in different locations, and will require you to travel across the county. The ability and means to travel independently within Worcestershire is essential.
* There may be occasional evening and weekend work which will be considered as part of your normal working hours.

**In addition, all Onside employees are expected to:**

* Work within the organisation’s stated principles and values, adhering at all times to the organisational policies, procedures and guidelines
* Demonstrate a commitment to equal opportunities, social inclusion and individual empowerment
* Show a commitment to personal, professional and organisational development.
* Contribute to organisational promotional and networking activities.
* Work flexibly and co-operatively with colleagues to support the needs of the organisation and assist with wider social prescribing services as required

**Onside People:**

* are **passionate** about what they do
* **value difference**
* are **creative** in their approach
* are committed to **fairness and justice**

While the job description provides the main duties and responsibilities for the position, it is not definitive and employees are expected to carry out any additional duties compatible with their skills and abilities. The above may be subject to change and alteration from time to time with the prior agreement of the job holder.

Signed………………………………………………....Date...........................................................

Print Name …………………………………………………