**Parent Support Advocate**

**Job Description**

**Responsible To:** Advocacy Services Manager

**Responsible For:** N/A

**Location:** Worcestershire / Herefordshire

**Overall Purpose**

To provide independent information, advice and advocacy to parents who would otherwise experience substantial difficulty in engaging in assessments and proceedings involving their children, ensuring that the views of parents and carers are represented throughout all such assessments and proceedings.

**Key responsibilities:**

1. Provide independent direct advocacy to support parents 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 around their children
2. To attend any meetings or assessments in relation to decisions involving the persons children, supporting the individual to participate as fully as possible
3. To attend any court hearings or directives involving the person’s children, supporting the individual to participate as fully as possible
4. Where appropriate, refer and signpost service users to other agencies/services to ensure they are receiving effective support
5. Maintain accurate and up to date case management records using Onside database
6. Contribute to the monitoring and review of the service to include submitting case studies and recording service user feedback as required
7. To liaise with internal and external agencies to ensure a consistent and comprehensive service is delivered at all times
8. To demonstrate and apply knowledge of key legislation and guidance around children and families
9. To seek regular feedback about the quality of services and the impact of the parental support advocacy service, preparing and providing both written and verbal feedback and reports on performance

**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
* Take responsibility for safeguarding appropriate to your role and raise any potential concerns with the Onside Safeguarding and Professional Guidance Lead

**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 …………………………………………………