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# Job Description and Person Specification

# RPPR Advocate (Havering)

# Job Title: RPPR Advocate

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**Grade:** NJC SCP 14 currently £25,017 per annum - inclusive of OLW,

**Hours:** 35hrs per week

**Accountable to:** CEO

**Supervised by:** Operational Director for Advocacy

**Location:** London Borough of Havering

**Contract Term:** Fixed term until 31st March 2022

The post holder must hold the National Independent Advocacy Qualification.

If you do not have your NIA qualification, there is an expectation that you will undertake this training in the first 6 months of employment.

**Management Structure**

Mind in Tower Hamlets and Newham (MiTHN) staff are accountable to the CEO. The Advocate is supervised by the Operational Director for Advocacy who reports to the CEO.

**Overall Purpose of the Post**

* To provide mental health statutory advocacy and non-instructed statutory advocacy under the Mental Health, Mental Capacity and Care Act to those eligible, living in the London Borough of Havering.
* To carry out a supporting and advocacy role for those who have been placed into residential care and to maintain contact with the relevant person, and to represent and support the relevant person in all matters relating to the deprivation of liberty safeguards, including, if appropriate, triggering a review, using an organisation’s complaints procedure on the person’s behalf, or making an application to the Court of Protection.
* To work within and meet agreed service goals including publicity and promotion activity.
* The advocacy services delivered may include but are not limited to those described in Mental Health Act 2007 and Mental Capacity Act 2005

**Key Responsibilities of this post**

* Act on referrals received and undertake case work in accordance with the service requirements, ensuring that service standards are met and that accurate records are maintained in accordance with MITHN policies and procedures.
* Develop and maintain effective joint working relationships with professionals (including health, social services, and voluntary agencies) to ensure awareness and understanding of advocacy, user participation, the role of independent advocacy, in particular, the needs of diverse communities.
* Where appropriate and in accordance with MITHN policies, undertake home visits.
* Ensure that service provision works in accordance with MITHN policies and procedures in promoting the needs of the diverse community in which it serves including Black and Minority Ethnic communities, gender, racial, cultural and language diversity, sexuality, and disability.

# Duties required of all Mind in Tower Hamlets and Newham employees

* Undertake the induction program as devised, and assist, as requested, in the induction and training of new staff, students and volunteers.
* Participate in staff meetings, team meetings, supervision meetings, appraisals, consultancy, training, team development sessions, working groups and other meetings as required, reporting back as appropriate.
* Share responsibility for the effective use of systems and procedures regarding service users and other records, finance, staff communications, and the dissemination of good practice and effective workings methods within Mind in Tower Hamlets and Newham.
* Deal with complaints in accordance with MITHN’s agreed procedure. In addition, all staff have a duty to report any breach of service standards to line management.
* Share responsibility for good health and safety practices, reporting any concerns to line management any concerns.
* Undertake such other duties in accordance with the post holder’s level of responsibility as may be required from time to time to maintain or enhance Mind in Tower Hamlets and Newham services.
* Work as part of a team towards ensuring effective user participation within the service.
* To be administratively self-servicing.
* Undertake all duties in accordance with MITHN’s policies, with particular reference to the Equal Opportunities, Health & Safety and confidentiality policies, and work towards their continuing development and implementation.
* All employees of Mind in Tower Hamlets and Newham are expected to respect the rights of clients’ privacy and confidentiality as far as possible within the constraints of legal requirements and the safety of other people.

**This job will be reviewed periodically in line with the organisation’s Business Plan. Mind in Tower Hamlets and Newham aim to reach agreement on changes, but if agreement is not possible, Mind in Tower Hamlets and Newham reserves the right to change the job description**

**RPPR Advocate**

**Person Specification**

Outlined below are the experience, skills and knowledge required to carry out the tasks in the job description. Please ensure that you use examples to demonstrate that you meet each individual criteria within the application form

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| --- | --- | --- |
| **No.** |  | **Essential**  **/Desirable** |
| **Experience** | | |
| 1 | Hold the National Advocacy qualification. If you do not you will be expected to work towards gaining this. | **E** |
| 2 | Demonstrable and significant advocacy experience. | **E** |
| 3 | Demonstrable experience of good advocacy practice. | **E** |
| 4 | Experience of managing and maintaining a high caseload. | **E** |
| **Knowledge** | | |
| 5 | Understanding of the Mental Capacity Act. | **E** |
| 6 | Understanding of the Principles of Advocacy. | **E** |
| 7 | Understanding of and commitment to The Advocacy Charter. |  |
| 8 | Understanding of the main issues facing people experiencing mental health difficulties and individuals subject to the Mental Health Act 1983 as amended 2007. | **E** |
| **Skills** | | |
| 9 | Ability to work as part of a team and on your own initiative. | **E** |
| 10 | Excellent organisational skills with ability to prioritise and manage you own workload. | **E** |
| 11 | Excellent communication skills, verbally and in writing to communicate effectively and appropriately with service users, other professionals and colleagues. | **E** |
| 12 | Ability to engage and communicate effectively with a diverse range of people who may be distressed. | **E** |
| 13 | To accurately record data and activity on a database. |  |
| 14 | Ability to prepare and provide written and verbal reports of a high standard for both internal and external reporting. | **E** |
| 15 | Ability to keep records with clear and concise case notes. | **E** |
| 16 | Proficient user of Microsoft Office and to be fully self-servicing. | **E** |
| 17 | Ability to maintain professional boundaries and work with integrity. | **E** |
| **General** | | |
| 18 | A respect for difference and an understanding of and commitment to Anti discriminatory practices. | **E** |
| 19 | Commitment to supervision, ongoing development and training relevant for the post. | **E** |