

SANDWELL ADVOCACY

Job Description

Job Title:	Independent Advocate (Voices and Choices Project)
Salary:	£19,409 - £20,632 (28 Hours Per Week), 3 Year Fixed Term Contract
Responsible to:	The Chief Executive Officer and Senior Independent Advocate
Location:	28 Wood Street, Tipton, DY4 9BQ

Job Purpose:

- To develop and promote advocacy services for older people with long-term health conditions.
- To enable older people to receive appropriate information and support at critical times, to empower them to make informed choices and to live in the way they choose.
- To enable older people to have a voice in decision making processes and to make informed choices about their health, care and accommodation options.
- To support older people wishing to remain/maintain their independence in their own home with appropriate support where it is safe for them to do so.
- To support older people, their families and/or carers who are considering choices and options around extra-care, residential or nursing care accommodation options.

Duties:

1. Develop the provision of a flexible and inclusive confidential advocacy service for older people wishing to remain independently in their own homes or who are at the point of transition to nursing, residential or extra care provision.
2. Proactively target and engage with vulnerable older people, both individually and collectively, to ensure that advocacy support is available where it is required.
3. Ensure that older people who need advocacy are supported and have access to advocacy in a form appropriate to their needs.
4. Work within an empowering framework to ensure that marginalised individuals are included and listened to and take an active role in decision-making and life choices at all levels within settings that impact on their lives.
5. Managing an advocacy caseload and ensure that accurate case management and record keeping is maintained.

6. Conducting Initial Assessments that identify individual needs and develop an advocacy planning pathway based on meeting those needs working towards agreed advocacy outcomes.
7. To measure the difference your work makes to those we support (Outcomes) through a combination of self-reporting/professional judgement and the use of validated tools.
8. To be involved with delivering and developing appropriate training and awareness programmes for potential and existing volunteer advocates.
9. Appropriately match users with volunteer advocates, and support the development of that partnership.
10. To develop links, networks and partnerships within the voluntary, community and statutory sector and implement an accessible and responsive referral process.
11. To promote and publicise the project widely within Sandwell amongst providers of relevant services as well as potential volunteer advocates and advocacy partners.
12. To provide monthly monitoring reports that include information measured against key performance indicators and key themes and trends.
13. Maintaining up to date knowledge of relevant policy, legislation, case law and good practice.
14. To make frequent and effective use of personal supervision and to make use of training opportunities as appropriate.
15. To ensure the implementation of equal opportunities in all aspects of the work, and carry out all duties in an anti-discriminatory manner, and where necessary challenge oppressive behaviour and practices.
16. To work within the accepted policies of the organisation, paying particular attention to the duty of confidentiality, adult safeguarding and responsibility for your own Health and Safety and that of others.
17. To participate in other relevant activities and duties which are consistent with the overall role of the post as required by your line manager.