



JOB DESCRIPTION

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| TITLE | Paid Relevant Persons Representative (paid RPR) / Independent Advocate |
| BASED AT | Home based (Expectation is clients are across Surrey and/or Berkshire areas) |
| PAY GRADE: | Up to £24,000 (pro rata) |
| REPORTING TO: | A Manager of Matrix SDT |
| SERVICE | 2-4 days per week (or equivalent 15-30 hours) |
| CONDITIONS: | 5 weeks holiday per year (25 days) pro rata + bank holiday entitlement pro rata Permanent contract following successful completion of probation period. |
| MINIMUM NOTICE: | One Month |
| POST OBJECTIVE: | To assist in the provision of RPR services to qualifying individuals in Surrey/Berkshire and neighbouring areas. |

DUTIES:

1. To provide RPR services to individuals deprived of their liberty under the Mental Capacity Act 2005 DoLS Framework.
2. To adopt a flexible approach, to work as part of a team and offer cover for other advocacy services during periods of annual leave or sickness.
3. To work with senior managers of Matrix, the Trust, Social Services, ICBs, Registered Care Homes, Acute Hospitals and other organisations in the development of services as appropriate.

GENERAL:

4. To report to and attend relevant Matrix SDT meetings; staff meeting currently held the second Monday of every month in the North West Surrey area or virtually.
5. To maintain accurate and succinct client records and other appropriate information for the purposes of monitoring casework, general issues and any other relevant matters.
6. To visit clients every six week, producing a written report on the first visit then every six months thereafter (unless there is significant change).
7. To make representations to the Managing Authority, Supervisory Body, Local Authority or Court of Protection (via an instructed solicitor) as required.
8. To maintain client hours etc on an excel spreadsheet.
9. To publicise the project with the Trust, Care Homes, Acute Hospitals and in the local user and provider networks.
10. To encourage and foster good relationships between all provider staff and clients.
11. Any other duties relevant to the general objective or efficient running of advocacy services.
12. To foster and monitor user rights, controls and empowerment within Matrix's practice.



13. To promote safe working practices and actively promote safeguarding in line with the Care Act.
14. To attend regular monthly line management meetings (usually virtually).
15. To familiarise themselves with all Matrix SDT policies and procedures.

The postholder shall be committed to Matrix SDT's equal opportunities policy and shall agree to adhere to its aims and objectives.