

Job Description

ADVOCATE	
Job title:	Advocate
Reports to:	Team Leader
Dimensions:	Allocated case referrals and timescales
Role purpose:	To provide advocacy ensuring that clients are supported and represented. To ensure people's wishes, feelings, beliefs, needs, and values are considered, leading to strong outcomes for the individual. To promote self-advocacy and empowerment at every opportunity. To work in accordance with the relevant legislation such as Mental Capacity Act, Mental Health Act, Care Act, Children and Young Persons Act, Human Rights Act.
Decision-making:	<p>To identify and explore alternative options and potential courses of action, bringing them to the attention of clients and relevant professionals.</p> <p>To ensure that people understand their rights and are supported to make informed decisions.</p>
Principal Accountabilities	
Service Delivery	<ol style="list-style-type: none">1. To help clients understand their rights, what is being considered around their care, treatment and support and the impact of any decisions that might be made.2. To explain to the client their options and rights and support them to communicate their wishes so that they can participate as fully as possible in the decisions affecting them.3. To prepare the client for, and to support and facilitate their participation in, meetings about them, for example best interest's meetings, multi-disciplinary discharge planning meetings, local resolution meetings, assessments, care reviews, care and/or support planning, Adult Protection Committee, Child Protection Conferences, safeguarding enquiries and safeguarding reviews.4. To check and challenge local authorities, NHS and/or professionals as appropriate to ensure they are acting in the best interests of the client, that due process has been followed and that strong outcomes are achieved for the client.5. To raise any safeguarding concerns with the relevant external bodies in accordance with VoiceAbility's safeguarding policy.

	<ol style="list-style-type: none"> 6. To maintain accurate and timely records using VoiceAbility's data base and write reports in line with latest legislation and VoiceAbility standards, protocols, and timescales.
Team	<ol style="list-style-type: none"> 1. To develop and share good practice and learning with colleagues. 2. Promote a culture of continuous service improvement in partnership with the Practice Development Team.
Contracts, Relationships and Partnerships	<ol style="list-style-type: none"> 1. Build supportive relationships with peers. 2. To build and maintain good working relationships with professionals promoting a positive image of VoiceAbility. 3. Develop effective supportive working relationships with clients whilst maintaining professional boundaries.
Financial	<ol style="list-style-type: none"> 1. Ensure cost effective and sustainable use of resources and timely submission of associated documents and reports.
Business Development	<ol style="list-style-type: none"> 1. Raise awareness of VoiceAbility & its services in a variety of ways including undertaking marketing and networking tasks.
Personal	<ol style="list-style-type: none"> 1. To live and breathe VoiceAbility's values through own behaviour and by inspiring/guiding others in the way we work. 2. To be proactive with own personal development and undertake any training deemed appropriate, including working towards professional qualifications such as the Independent Advocacy Practice qualification core and specialist modules. 3. To accept other accountabilities and tasks commensurate with the role level.

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be reasonably varied in order to reflect changes in the job or the organisation.