



Disability Sheffield

Centre for Independent Living

Job Description

Job title:	Independent Advocate
Office Location:	The Circle, 33 Rockingham Lane, Sheffield, S1 4FW
Salary:	£27,109.00 pro rata (£21,687.20 actual salary) £28,160.00 pro rata if Independent Advocacy Qualification achieved
Pension:	6% employer contribution 2% employee contribution (minimum)
Hours:	28 hours per week (open to discuss alternative hours up to full time)
Contract Type:	Permanent
Reports to:	Advocacy Manager

About Disability Sheffield

Disability Sheffield Centre for Independent Living is a 'not for profit' pan-impairment organisation driven by people who self-define as disabled people, whether they have a physical disability, a sensory impairment, a mental health condition or learning difficulties.

We support disabled adults to make their voice heard, whether through individual advocacy services or through a range of projects seeking to ensure disabled people are at the heart of all decision making across Sheffield.

Main Purpose of job

To work as part of our advocacy team to provide an accessible high quality advocacy service to disabled people, supporting them to access health and social care services in Sheffield.

Advocacy seeks to support people in understanding and securing their rights, and getting their voice heard. The post includes the delivery of both generic and statutory

advocacy. This role can be for either a qualified advocate or can be an entry level post into advocacy. You do not need to have done advocacy within a professional setting before; we will look at other experience you have, and we will pay for training to become a qualified advocate once appointed.

Please note if you are already a qualified advocate, we will start you on our higher qualified advocate salary (£28,160.00). All our advocates move to this salary once qualified.

Location

By default, all our posts are office based. In practice, our team work a mixture of both office based and / or home working, as agreed with their line manager. As a disabled people's user-led organisation, we are very flexible with working arrangements and all reasonable requests will be approved.

Main Duties and Responsibilities

1. To work as part of team to deliver a high quality advocacy service to disabled people and support them to self-advocate when appropriate.
2. To meet with people using the service, establish their views, wishes and preferences, and identify possible courses of action and options available.
3. To represent people's views and wishes with relevant services, agencies, and individuals.
4. Where people are unable to express their views, the advocate will use non-instructed advocacy approaches to secure the rights of individuals, and ensure their best interests are observed.
5. To carry, monitor and review an advocacy caseload in line with agreed objectives, quality and performance levels.
6. Work co-operatively and effectively with other staff in Disability Sheffield to ensure that individuals accessing the advocacy service are also linked into other activities and opportunities within the organisation as appropriate.
7. To work co-operatively and effectively with other staff within the Advocacy Hub; to share learning and good practice to improve Sheffield's advocacy provision.
8. To promote the service to disabled individuals, their carers, organisations, service providers and others, presenting information to stakeholders when required.

9. Where appropriate, capture and feedback information such as case studies, which can be used for funding bids and other reports which require evidence based on need, activities, value, and impact.
10. Record and monitor casework, using the electronic case management system.
11. Signpost advocacy partners to other relevant specialist/generic services as required and track as appropriate.
12. To actively participate in supervision sessions with the Advocacy Manager and peers.
13. To undertake necessary training and development as identified through the supervision process.
14. Ensure that all duties and functions are carried out in accordance with the organisation's policies and procedures.
15. Undertake any other reasonable duties which fall within the scope of the post as requested.

Person specification

Each of the following requirements will be assessed collectively from the application form and interview process.

Essential requirements

1. An understanding of the principles of Advocacy, found in the Advocacy Code of Practice.
2. Experience of working with people one-to-one and managing different tasks.
3. Experience of working with adults in an informing or supporting role (note that this is different from giving advice).
4. An understanding and commitment to the importance of equal opportunities, diversity and anti-discriminatory practice; in particular the Social Model of Disability, Disability Rights Movement, and the Independent Living Movement.
5. Ability to identify and raise wider issues within casework such as issues seen across multiple cases, and patterns that indicate wider systemic issues, particularly related to health and social care.
6. Ability to work within a team.

7. Ability to prioritise work tasks and balance competing demands in a busy, face to face service.
8. Excellent inter-personal skills.
9. Ability to work on own initiative.
10. Excellent written and oral communication skills and the ability to adapt communication style as appropriate in different situations.
11. Ability to use an online database/ electronic case management system.
12. Ability to use Microsoft Office software and good computer literacy.
13. A willingness to undertake training identified as relevant to the post.
14. The ability to ensure that health and safety requirements are met within the organisation
15. Eligibility to work in the UK

Desirable requirements

1. Personal experience of disability through self or family.
2. Experience of making other people's voices heard.
3. Experience of a user controlled and led organisation.