

**Self Employed Sessional Advocate**

**Role Description**

**Job Title:** Self EmployedSessional Advocate

**Accountable to:** Chief Executive

**Responsible to:** Head of Services

**Reporting to:** Service Manager - Advocacy

**Location:** Various settings including; outreach inhospital, residential homes and community settings

**Rate of Pay:** £15.60 per hour (inclusive of all expenses) - payment on invoice

**Hours:** As and when required, flexible to needs of service.

**Job Summary**

Responsible for representing people who are deprived of their liberty under the Mental Capacity Act.

**Job Purpose**

To support and represent adults who lack capacity as a **paid relevant persons representative** in matters relating to or connected with their deprivation of liberty in line with the Mental Capacity Act and the Deprivation of Liberty Safeguards (DoLs) Code of Practice.

**Main Duties and Responsibilities**

* To maintain regular contact with the relevant person every 6 to 8 weeks.
* To meet with relevant person, preferably in private.
* To obtain information relevant to the person’s deprivation and care whilst respecting a person’s rights in relation to confidentiality.
* To support the person to communicate their views, wishes and feelings.
* To identify as far as is possible a person’s views, wishes and feelings relating to their care and deprivation.
* To support the relevant persons to understand the DoLs authorisation.
* To obtain and provide information to the relevant person to enable them to understand their rights under the Mental Capacity Act.
* To raise any concerns regarding the DoLs or care regime to relevant parties
* To instigate a review or complaint on a person’s behalf where there are concerns.
* To challenge a person’s deprivation through making an application to the court of protection where concerns cannot be resolved by other means.
* To act as the relevant person’s litigation friend where appropriate.
* To identify other advocacy issues and direct users to appropriate information and support.

**Reporting**

* To keep accurate and up to date casework records and statistical information.
* To contribute to the production of monthly and quarterly reports as requested.
* To prepare and submit high quality reports to the DoLs Team.
* To write letters and/or submit complaints with service users and on their behalf where appropriate.

**Training and development**

* To keep up to date with relevant policy, legislation and case law relating to the role.
* Attend and participate in training as required.
* Effectively engage in supervision.
* Effectively engage in team meetings when required.
* Effectively engage in peer support discussion with members of The Hub team.

**Other duties**

* To adhere to Gaddum Centre Policies and Procedures.
* To be aware of personal safety and security when carrying out work.
* To promote the work of the Manchester Advocacy Hub and Gaddum Centre
* To adhere to Gaddum Centre’s Safeguarding policy and report any concerns regarding an individual’s safety.

- To maintain privacy and confidentiality in line with Gaddum Centre Policies and Procedures.

The details contained in this job description, particularly the principal accountabilities reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently this job description may be revised from time to time.