



JOB DESCRIPTION

INDEPENDENT MENTAL HEALTH ADVOCATE

Responsible to: Designated Supervisor

Purpose of role:

You will provide effective Generic Mental Health Advocacy, Independent Mental Advocacy and Paid Relevant Persons Representatives Advocacy to clients in the services scheduled for you to visit, in accordance with Advent Advocacies policies and procedures

As an advocate you will support clients to express their want and wishes and ensure that their view are expressed clearly to service staff, professionals managing their care, treatment and wellbeing. Where appropriate you will empower clients to self-advocate.

Delivering effective advocacy will include promoting and explaining the advocacy service to clients, their families and service staff.

Key functions:

1. Conduct advocacy with a positive and proactive approach to promote effective relationships with all clients and the service staff providing care and treatment.
2. Arrange to receive handover information from staff at the beginning of your visit and provide verbal feedback to the service prior to leaving.
3. Use a range of communication techniques to ensure all clients have the opportunity to benefit from our 'opt-out' advocacy service.
4. Where necessary, carry out non-instructed advocacy for clients unable to engage with our service.
5. Know and understand the client's rights under the Mental Health Act, the Mental Capacity Act and the Human Rights Act, and ensure all

clients are helped to understand their rights whilst being cared for in a service.

6. Know and understand all the roles of advocacy services available to clients and when to refer to the local authority services. (Care Act Advocates, IMCA, statutory IMHA).
7. Maintain professional integrity and confidentiality at all times with client information, taking instruction from them to raise concerns.
8. Know, understand and recognise safeguarding matters and ensure these are raised with service staff, the Advent Advocacy Safeguarding team and when to alert the local authority.
9. Ensure all safeguarding alerts are followed up.
10. Attend service meetings with professionals as requested by clients and staff. Where possible offer remote advocacy for important meetings with clients on non-scheduled days.
11. Maintain detailed case notes and accurate statistical information in line with Advent Advocacy's Case Note and Reporting Policy for all clients in the services where you provide advocacy, including services where you provide ad hoc cover.
12. Prepare monthly and quarterly reports for your scheduled services in line with Advent Advocacy's Case Note and Reporting Policy and ensure these are submitted within the timeframe set out by the Quality Assurance Team.
13. Complete induction training, 3 months probationary period and the level 4 Independent Advocacy Practice qualification within the agreed timeframes.
14. Attend and engage with regular supervision sessions with your designated supervisor.

15. Attend and engage with ongoing Continuing Professional Development as directed by your supervisor.
16. Share best practice with the wider organisation.
17. Any other duties within the remit of the overall purpose of the post.