



Job Description

Advocate (Care Act 2014)
21 hours per week
Starting salary: £22,462 pro rata

To cover maternity leave ending no later than mid-June 2020

MAIN PURPOSE OF JOB

The post holder will provide non-legal support to individuals with multiple and complex needs across Derbyshire and Derby City to access care packages (through personal budget). The post holder will work in partnership with Opportunity and Change's project (OAC) delivery partners.

LOCATION OF THE POST

The post holder will be based at the main premises in Chesterfield or at any other Law Centre premises within the catchment area. The post holder will solely be employed on Opportunity and Change project.

RESPONSIBLE FOR:

The post holder will not be responsible for any paid staff.

RESPONSIBLE TO:

Members of Opportunity and Change team and Workers' Group (Senior Management Team).

MAIN DUTIES OF THE POST:

In conjunction with the Law Centre, the postholder will:

1. Provide one-to-one non-legal support to help address the multiple & complex needs of vulnerable adults through provision of Care Act assessments and advocacy to enable them to achieve their goals.

2. Accept referrals from OaC's delivery partners and work with participants to provide them a person-centred service to access Care Act 2014 services (Personal Budgets) so that they can take up educational, volunteering and employment opportunities.
3. Undertake proactive outreach, working innovatively as needed, to engage clients relevant to the OaC's project criteria.
4. Enable participants to access specialist advice service and advocacy to participants on social welfare law.
5. Set up one-to-one Care Act meetings between the Social Worker and participants to identify their care needs in order to move towards realising their goals.
6. Follow advice, accept supervision, attend appointments including interviews, meetings and assessments, advocate for them where appropriate in a variety of settings including home visits.
7. Support participants to manage their personal budgets and related issues (e.g, payroll, insurers, opening a separate bank account) in order to meet their social care needs.
8. Engage all other wider external services relevant, and liaise effectively and positively with those services.
9. Help the participant to identify the most appropriate service and support them to access these.
10. Administer the participant's Framework's Discretionary Fund (expenses) budget.
11. Attend any meetings or training sessions for workers funded by the OaC project.
12. Maintain records and files according to the needs of the project and to quality standards and provide evidence required for project monitoring.
13. Treat all participants with the utmost respect throughout.
14. Provide culturally sensitive advocacy and support, removing any barriers to ensure maximum accessibility.
15. Ensure the confidentiality and security of all agency and client documentation and/ or information.

In addition, to:

16. Ensure clear and effective communication with project participants throughout.
17. Undertake own administration including maintaining adequate case records and word processing.
18. Attend and participate in meetings and other relevant events.
19. Undertake any other duties as agreed between the post holder and Social Worker (Care Act), Workers Group or Management Committee, in consultation with the relevant trade union where necessary.