



Advocacy for All Job Pack

Post: Relevant Person's Representative (RPR)

Hours: A set number of hours to be agreed, but between 21-35 per week
(Flexible working can be discussed)

Salary: £18,200 p/a (full-time equivalent)

Team: East Kent RPR Team

Based: Ashford Office

Reports to: Kent Team Manager

Summary

To advocate for the Relevant Person (client) whilst they are subject to a Deprivation of Liberty order and ensure any conditions to the deprivation are being met. This will require regular visit to the client whilst they are in a care home or hospital and the timely production of written reports.

Please note – A clean UK driving license and the use of a car are ESSENTIAL.

How to Apply

Send **ALL** of the following items to recruitment@advocacyforall.org.uk

1. Your **CV** with a contact email address and phone number on it
2. A **supporting statement** (1-2 sides of A4) about how you will meet the requirements of the role (your application will not be considered without this – it is not enough just to send a CV)
3. Details of **two referees** we can contact should you be successful

Please note that CV's on their own will not be considered.

The application deadline is by 12pm on Monday 24th June 2019.



Job Description

Main Duties and Responsibilities

- 1 To be the named RPR for a person subject to a Deprivation of Liberty order.
- 2 To visit the person on a regular basis.
- 3 To assist the person to understand the effects of an authorisation of the deprivation of their liberty and to challenge the deprivation when necessary.
- 4 Act at all times to ensure the integrity and independence of the service and the rights, dignity and choices of the client.
- 5 To effectively manage a large caseload, ensuring regular visits and reports written promptly
- 6 Gain information and liaise with others to find out about the person's communication methods, choices and preferences.
- 7 Work creatively, where necessary, using specialist communication systems or alternative methods to establish as far as possible the person's views, wishes and feelings.
- 8 Ensure the person's human rights are protected and due regard is given to ensuring the least restrictive option is pursued.
- 9 Accurately record and maintain information on the database and in line with Data Protection legislation.
- 10 Work in partnership with key stakeholders, without compromising the independence of the service.
- 11 Attend and participate in internal and external meetings as required
- 12 Work in line with all relevant legislation, including the Mental Capacity Act, Human Rights Act, Equal Opportunities and Disability Discrimination legislation.
Comply with individual responsibilities in relation to Health and Safety in the workplace.
- 13 To work flexibly and be available for occasional evening or weekend work.
- 14 To work in line with all Advocacy for All policies and procedures
- 15 To undertake all reasonable duties as requested by the Chief Executive, Operations Manager or Team Leaders.



Person Specification

Post: Relevant Person's Representative (RPR)

Knowledge and Experience

- Working in advocacy or a related area
- Working with a range of people from different backgrounds and working with vulnerable people
- Working with community and social issues
- IT skills, including use of Microsoft Word

Ability

- To empathise with people's life experiences
- To be non-judgemental
- To promote the rights and choices of people we support
- To manage appropriate boundaries in the advocacy relationship
- To work on own initiative to identify and access relevant information
- To plan and manage a busy caseload
- To work sensitively with different groups in local communities
- To demonstrate tact and diplomacy when dealing with people at different levels
- To work flexibility to include some evenings and weekends
- To accurately record data and activity on a database

Communication

- Excellent communication, interpersonal and team building skills
- Be able to research and write concise, professional reports
- Effectively and appropriately communicate with clients and stakeholders