



Choice Advocacy



Job Title:	Advocate
Job Ref:	A.LDDF/SP10
Salary:	£22,122
Hours:	37 Hours (part-time considered)
Responsible to:	Operations Manager
Location:	Rebecca House, Rebecca Street, Bradford

Overall Role

To provide advocacy within the Bradford District in crisis/complex situations using a person centred approach. This will be for people who are identified as having learning disabilities from all of Bradfords' communities.

To identify and inform people with learning disabilities what services, rights and entitlements are available and how they can access them.

To enable people with learning disabilities to make their own decisions about their lives.

Be the primary point of contact for advocacy partners (people with learning disabilities) and maintain accurate and up to date records of each case.

To ensure that people with learning disabilities have equal access to good information and support if necessary in accessing advocacy.

To liaise with service providers, local voluntary and statutory agencies, carers, families etc (whilst maintaining principal loyalty to the advocacy partner)

To inform the Operations Manager of any service information that will go towards creating a database of information available to advocates.

Main Tasks

- To plan, review and monitor own work in liaison with the manager and the user monitoring group.
- To maintain comprehensive records of activity and statistical returns for evaluative and information purposes.
- To be accountable to and receive support, supervision and direction from the Manager.
- To maintain a high level of confidentiality
- To work within Choice Advocacy's policies, aims and objectives.
- To ensure that the work stays within the budget and any expenditure is agreed with the manager

- To work closely with all the staff of Choice Advocacy and maintain good working relationships with other Local and National advocacy organisations.
- Attend relevant training, conferences and meetings as appropriate or as requested.
- To implement equal opportunities in all aspects of the work, celebrate diversity and challenge discriminatory practise.
- To keep up to date with developments in the field of advocacy both locally and nationally

Special conditions of service

Currently, contracts with commissioners are in place up to 31.3.2011, extension beyond this date are subject to ongoing review and monitoring.