## mhap logo.jpg

## MENTAL HEALTH ADVOCACY PROJECT (West Lothian) SCIO

**Job Description**

(West Lothian)

**Title:** Advocacy Worker (Individual)

**Location:** Broxburn (opportunities for some homeworking may be possible)

**Salary:** £25,000 (pro-rata)

**Hours:** Part Time (18 Hours)

**Accountable to:** Project Management

**Mental Health Advocacy Project (MHAP)**

We offer independent advocacy services for people accessing or trying to access mental health and addiction services in West Lothian. Advocacy plays an important role in the process of supporting and enabling people to express their views and concerns, access information and services, defending and promoting rights and exploring choices and options, both individually and collectively.

**Purpose of the Job**

To provide a range of advocacy services that contribute to the Projects effective and innovative work with residents in West Lothian and HMP Addiewell as well as sustaining and developing its existing work of individual and collective advocacy.

**Main Responsibilities**

**To work as part of a team responding to requests for individual advocacy.**

* Provide advocacy in a range of settings, for example hospital, office, community and HMP Addiewell and any other relevant settings.
* Manage a caseload in conjunction with our priority groups e.g. Mental Health (Care and Treatment) (Scotland) Act 2003, the Adult Support and Protection (Scotland) Act 2007 and Adults with Incapacity (Scotland) Act 2000.
* Work within the boundaries of our practice and procedures as part of a small team.
* Contribute to weekly team meetings to discuss project referrals and ongoing case management.

**To support volunteer activity and promote best practice regarding equal opportunities, volunteer training and supervision**.

* Involve volunteers in appropriate aspects of advocacy work.
* Support volunteer selection, recruitment and training and supervision.
* Support and supervise volunteers as agreed with the Project Manager.

**To assist the Project Manager the provision of collective advocacy in a range of settings.**

* To attend, and minute/or facilitate collective groups as indicated, for example The West Lothian Service Users’ Forum and The Reps’.
* To identify any collective issues arising through individual work and feedback to the team.
* In conjunction with the Project Manager and on behalf of service users, further collective issues to their conclusion.

**To assist in the development of advocacy provision as a whole.**

* Attend and participate in training, meetings, conferences and events as agreed with the team in relation to the provision of advocacy.
* Contribute to reviews and development of the project by attending staff meetings, and in-house training etc.
* Maintain close links with advocacy providers in other areas in order to share experience and learn from others.
* Develop and maintain positive links with service users and other relevant services.
* Carry out specific pieces of research to keep abreast of the changing national legal framework and local policies that relate to mental health.
* Bring any issues concerning the provision of advocacy forward to the attention of Project Management.
* Practice Advocacy in accordance with Scottish Independent Advocacy Alliance (SIAA) guidelines.
* Participate in MHAP awareness raising opportunities.
* Adhere to MHAP Policies and Procedures.

**Other Duties**

This is a broad picture of the post at the date of presentation. It is not an exhaustive list of possible duties and it is recognised that posts in advocacy change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties, to the equivalent level that are necessary to fulfil the purpose of this post.

# Support & Supervision

The Project Worker will be line managed by the Project Management, who will give supportive supervision on a regular basis.