

## **Contracted - Self-employed Services Information**

### **Role of Sessional Advocate**

**Main Purpose of Services** To provide independent and confidential advocacy work in accordance with NYAS' aims and objectives.

**Remuneration** Paid sessionally at the agreed rate for advocacy and dependent upon the rate agreed by NYAS in contract with a local authority or other agency. This is a self-employed role and individuals are responsible for the accurate recording and reporting of their own earnings to the HMRC.

**Working Hours** Variable

#### **Work to be undertaken**

- To enable the child or young person to make effective use of local authority or other Representations and Complaints procedures by providing information, support, advice and representation.
- To provide relevant advocacy support to children and young people as set out in the case referral and in accordance with local service specifications.
- At all times to aim to achieve outcomes acceptable to the child or young person, and to explain the outcome or decision making to the child or young person.
- To advise the NYAS line manager and NYAS Director of Legal Services immediately upon the commencement of any legal proceedings directly or indirectly related to the child or young person.
- To maintain confidentiality at all times and ensure proper observance of and adherence to NYAS Confidentiality and Safeguarding policies.

#### **1. Issue Based Sessional Advocate (Hourly Paid)**

- Work with an individual child/ young person (as identified in the case referral) on a specific issue identified by the child/young person in line with NYAS' guidelines.

#### **2. Residential Visiting Advocate (paid per session at the agreed rate) Independent Person Secure Accommodation**

- To visit residential establishments or secure units at agreed fixed intervals (as detailed in the case referral). Such visits may be undertaken with an individual but more commonly with a group of young people in order to interact with them and to identify any of their concerns.
- To deal only with issues that can be resolved during that particular visit (as specified in the case referral).

- If there are issues that cannot be resolved during the course of the scheduled visit, to make a referral to an Issue Based Advocate using the case referral procedure.
- To report, in line with service requirements, on the experience of the children and young people in the establishment they are visiting in order to ensure that the wishes and feelings of the children and young people are heard by those responsible for their care.

#### **A. Qualifications and Experience required of a Sessional Advocate**

Either:

- A recognised professional qualification (e.g. social work, youth work, law, teaching) which evidences direct involvement with children and young people in the last three years.

Or:

- Experience of significant direct work in a related setting in the past three years (e.g. family support worker, residential worker).
- IT Skills

#### **B. Knowledge Required**

- Knowledge of the provisions of the Children Act 1989, the Children Act 2004 and the accompanying guidance and regulation.
- Knowledge of equality, diversity and inclusion principles.
- Knowledge of Local Authority Complaints Procedures.

#### **C. Abilities and Aptitudes required**

- Ability to listen to children and young people effectively.
- Ability to assess and summarise accurately and concisely.
- Ability to work in a way which empowers and enables young people to develop self-advocacy skills.
- Ability to communicate effectively with children and young people both orally and in writing.
- Ability to develop a sensitive but 'problem solving' approach to the situations in which children and young people can find themselves.
- A confident, persuasive approach in negotiation of issues.
- Ability to handle conflict constructively.
- Ability to communicate effectively and confidently with figures in authority, in particular in local authority settings, both orally and in writing.

- A pleasant, articulate and, when necessary, sympathetic telephone manner.
- Ability to write in a clear and succinct manner and keep accurate records of all cases.

**All contractors are must have satisfactory references and a satisfactory DBS (formerly CRB) check prior to taking any work.**