

Job Description

Job Title: Independent Mental Capacity Advocate (IMCA/ DOLS) + Paid Representative (DOLS).

Grade: Scale NJC SO1 Pts 23-25, £26,999 – £28,785 (pro-rata where applicable) + 5% pension contribution.

Hours: Post 1: Full time (37 hours per week) with annual leave of 25 days plus public holidays.

Post 2: Part time (3 days per week) with annual leave of 25 days plus public holidays (pro-rata).

The IMCA/DOLS service must be available between 9am-5pm, Monday to Friday.

Location: Based at the Bristol Mind Office, 35, Old Market Street, Bristol. The post holder will need to be able to travel efficiently throughout the Bristol area on a frequent basis.

Disclosure: Due to the nature of the job, this post is exempt from the Rehabilitation of Offenders Act 1974. The post holder will be required to hold a Disclosure and Barring Service check (DBS).

Contract: Post 1: This is a full time permanent post.

Post 2: This is a maternity cover post of three days per week for nine months. The notice period is one month either way.

PURPOSE OF POST

To provide an Independent Mental Capacity Advocate Service as described in the Mental Capacity Act 2005, subsequent Regulations and its Codes of Practice.

Job Purpose

- Within the IMCA contract, to provide non-instructed advocacy support to those defined as lacking capacity, in relation to decisions being made regarding changes of NHS or local authority accommodation and serious medical treatment issues.
- To support people referred under the discretionary powers, particularly regarding care reviews and safeguarding processes.
- To assist those making decisions relating to the above areas to arrive at conclusions which, wherever possible, are informed by the views of service users, and which safeguard their human rights.
- Within the DoLS IMCA contract, to represent the person and their representative to understand: the effect of the authorisation of the deprivation of their liberty, what it means, why it has been given and any conditions, how long it will last and how to trigger a review or challenge in the court of protection.

The key functions of the IMCA include:

- Representing the person who lacks capacity to make the decision covered in the Act and subsequent regulations.
- Obtaining and evaluating information.
- Ascertaining the person's wishes and feelings, as far as possible, and any values or beliefs likely to influence the decision if the person had capacity.
- Ascertaining alternative courses of action, for example, looking at medical treatment decisions, different types of care arrangements or different accommodation.
- Obtaining a further medical opinion, if necessary.
- Challenging capacity assessment and/ or the decision maker, where appropriate

KEY TASKS

1. To undertake the statutory IMCA role as set out in the Act, Regulations, Code of Practice and any subsequent directives.
2. To undertake the statutory DOLS IMCA role as set out in the Act, Regulations, Code of Practice and any subsequent directives.
3. To undertake the statutory Paid Representative role as set out in the Act, Regulations, Code of Practice and any subsequent directives.
4. To undertake and attend all training as required by the post and by Bristol Mind.
5. To liaise, communicate and negotiate effectively with a range of health and social care personnel and managers, and family members.
6. To signpost and refer on people for issues that do not fall within the scope of the Act.
7. To ensure all referrals and instructions meet the national criteria for the IMCA service and the locally agreed local discretionary powers.
8. To prioritise work to meet the needs of clients, decision makers and Best Interest Assessors (BIA's).
9. To identify any conflicts of interests associated with IMCA/ DOLS cases and help ensure they are appropriately managed.
10. To identify any risks in delivering the service and comply with risk management procedures.
11. Accurately record case notes, statistical data and other records, completing administrative tasks, and providing written reports as required

12. To produce high quality reports of individual IMCA/ DOLS casework and submit these to decision makers and supervisory bodies within appropriate timescales.
13. To close all cases with a post decision statement sent to the appropriate bodies where necessary. This records the IMCA's input and outcome of her/his involvement.
14. To ensure the requirements for internal and external monitoring and evaluation are met.
15. To support awareness raising of the IMCA/ DOLS service to key stakeholders, including to staff from local health and social services. This may involve providing information and training sessions to staff about the Mental Capacity Act and the role of the IMCA.
16. To implement work to promote equal opportunities in the IMCA/ DOLS service.
17. To keep up to date with policy and legal changes relating to the IMCA/ DOLS service.

Team Work

18. To participate in regular supervision meetings with your line manager.
19. To attend meetings and represent the service within Bristol Mind as required.

Policies

20. To work in line with Bristol Mind's ethos, charitable status and independence; and all policies, procedures, codes and guidance, including in relation to health and safety, confidentiality, disclosure of abuse and equal opportunities.

General

21. The above describes the normal duties, which Bristol Mind currently envisages expecting from the Independent Mental Capacity Advocate. It is necessary for all employees to be flexible in this respect, and all employees may be required from time to time to perform other duties that may be required by the employer to provide effective advocacy to clients and to ensure the efficient running of the organisation.