

## Skills for People Job Description

<b>Job Title:</b>	Independent Mental Capacity Advocate (IMCA)
<b>Hours:</b>	Flexible
<b>Holidays:</b>	5.6 weeks holiday proportionate to hours worked
<b>Salary:</b>	£13.50 per hour
<b>Responsible to:</b>	Lead IMCA

### **Purpose of Job:**

To deliver and develop the Independent Mental Capacity Advocacy role and service for those people subject to the Mental Capacity Act.

The post holder will be covering referrals across our various IMCA contracts, across the North East.

The IMCA will be home based but expected to attend our office in Newcastle upon Tyne regularly.

### **Principal Tasks**

#### **Casework**

- a) To act as an IMCA or Relevant Person's Representative as set out in the Mental Capacity Act 2005.
- b) Support and represent people in care reviews, decisions about medical treatment options, changes to residence, Adult Protection and DoLS.
- c) To effectively manage and prioritise a caseload.
- d) Provide simple information and appropriate referrals in response to enquiries from people who do not require an IMCA.
- e) Ensure effective and efficient record keeping on Skills for People's database are completed and administrative procedures relating to the post are maintained.
- f) To fully participate in regular supervision with the Lead IMCA.
- g) To fully participate in regular team meetings with peers.

### **Service Development and Delivery**

- a) Attend relevant meetings, conferences, training courses etc. both locally and nationally.
- b) Represent Skills for People on local groups and forums, where appropriate.
- c) To provide information for the DoH (Department of Health) database which provides information relevant to the future development of the national IMCA service.

### **Other duties**

- a) To monitor and evaluate the work of the project as directed by line managers.
- b) To adhere to all policies of Skills for People.
- c) To attend Skills for People team meetings and other meetings as directed by line managers.
- d) To participate in supervision and appraisal systems.
- e) To support Skills for People volunteers and staff in their work as requested by line managers.
- f) To undertake other duties as appropriate to this post as directed by line managers.