

Skills for People Independent Mental Capacity Project

Job Description: Independent Mental Capacity Advocate

Purpose of Job:

- To provide Independent Mental Capacity Advocacy (IMCA) to local adults who lack capacity.
- To identify and document successes and challenges encountered, and work in collaboration with other IMCAs to evaluate the work of the project.

Main Duties:

- **To provide Independent Advocacy to local adults who lack mental capacity.**
 - a) To provide advocacy and representation as an Independent Mental Capacity Advocate (IMCA) to people who lack capacity in relation to discussions or decisions about: serious medical treatment, changes in accommodation, care reviews and adult safeguarding cases at short notice, or; within the agreed time limits set out in the contract.
 - b) To involve people who lack capacity in the heart of the decisions, and empower people to express their views where possible concerning: serious treatment, changes in accommodation, care reviews and adult safeguarding cases as far as possible, through the provision of information, support and representation.
 - c) To ensure that the IMCA work within the principles of the Mental Capacity Act; empowering, protecting and giving choice to service users.

- d) To represent individuals who lack capacity by phone, letter, and at meetings to a wide range of professionals and others, in order to ensure that their needs, wishes, cultural, spiritual and religious beliefs are at the heart of the decision making process, and that their rights are protected.
- e) When it is not possible to involve people fully, work to the Best Interest principle to ensure that the principles of the Mental Capacity Act are being adhered to and ensuring that the decision made is the least restricting of their human rights, and that all options are given equal consideration.
- f) To support people who lack capacity to understand, as far as possible, their rights, and information or issues which affect them. To produce appropriate accessible information.
- g) To obtain and provide information and guidance for service users on a wide range of issues relating to the decision that is being made and identify a range of options as appropriate.
- h) To ensure that the decision makers are aware of all factors relevant to a person's best interests, and the decision that is to be made.
- i) To challenge decisions where necessary.
- j) To support service users to make complaints and access legal advice where appropriate.
- k) To work according to confidentiality protocols and adhere to other policies Chief Executive.
- l) To make appropriate referrals and signpost to other services where appropriate.
- m) To provide reports to Decision Makers as instructed.

- **To identify and document successes and challenges encountered, and work in collaboration with other IMCAs to evaluate the work of the Project.**
 - a) To maintain appropriate records of all work with service users and other work in an accessible format.
 - b) To record progress in working with each individual in line with policies and procedures.
 - c) To assist other IMCAs in evaluation of the work of the project.
 - d) To submit verbal and written reports as requested by line managers.

Other duties:

- a) To adhere to all policies of Skills for People.
- b) To attend Skills for People Programme Committee, staff team meetings and other meetings as directed.
- c) To undertake training as directed by Skills for People.
- d) To participate in supervision and appraisal and undertake other duties as appropriate to this post, as directed by line managers.
- e) To maintain clear and accurate case files and records.
- f) To participate in team meetings and share cases.
- g) To share learning with other team members.
- h) To keep up to date with relevant legislation, local and national policy and other relevant IMCA developments.
- i) To deputise for other staff in their absence.

- j) To ensure that any work carried out is in compliance with the Mental Capacity Act Code of Practice and national regulations that are developed by the Department of Health.