

## Skills for People

### Person Specification: Independent Mental Capacity Advocate

#### Experience

##### Essential:

- At least 3 months experience of working as an IMCA or paid Relevant Person's Representative
- Work with people who may lack capacity to make decisions.
- Communication of information or advice or representation.
- Some experience of dealing with conflict / challenging others.
- Maintaining links with a wide range of people and organisations.
- Experience of writing reports and delivering them both verbally and in writing.

##### Desirable:

- Experience of working as an IMCA over two years.
- Experience of working as a Litigation Friend.

**Means of assessment: application form, interview and references.**

#### Qualifications

##### Essential:

National Advocacy Qualification Unit 305: 'Providing Independent Mental Capacity Advocacy' (or the original four day IMCA qualification).

##### Desirable:

National Advocacy Qualification Unit 310: 'Providing Independent Mental Capacity Advocacy – Deprivation of Liberty Safeguards' ('the DoLS unit').

Certificate in Independent Advocacy (Independent Mental Capacity Advocacy) (four core units and the IMCA unit 305).

Diploma in Independent Mental Capacity Advocacy (Deprivation of Liberty Safeguards)

#### Knowledge:

##### Essential:

Knowledge and understanding of:

- The principles of advocacy, including confidentiality.
- The rights of people who may lack the capacity to make decisions.

- Relevant law, affecting people who lack capacity.
- Knowledge and understanding of the role and rights of an Independent Mental Capacity Advocate.
- Good working knowledge of the Mental Capacity Act, 2005.
- Local health and social care services.

**Means of assessment: application form, interview and references**

**Skills and Abilities:**

**Essential:**

The ability to:

- Communicate clearly and appropriately with a wide range of people.
- Deal with conflict and be assertive.
- Present information in a variety of ways as appropriate to the situation and / or audience.
- Keep accurate records and produce high quality written reports.
- Work largely unsupervised, and be flexible to allow for changes in diary at short notice.
- Prioritise work load and work to deadlines.
- Travel independently and have daily use of a car.
- Be literate in use of IT.
- Work in a team.
- Work some weekends and evenings.

**Means of assessment: application form, interview and references.**

**Personal Qualities:**

**Essential:**

- Friendly and approachable.
- Well organised.
- Able to seek support and advice when necessary.

**Means of assessment: interview and references**