

## **Skills for People**

### **Person Specification: Independent Mental Capacity Advocate**

#### **Experience**

##### **Essential:**

- 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:**

- Working as an IMCA.
- Working creatively with people who may lack capacity.

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

#### **Knowledge:**

##### **Essential:**

Knowledge and understanding of:

- The principles of advocacy, including confidentiality.
- The rights of people who may lack the capacity to make decisions.
- National Advocacy Qualification IMCA and DOLs modules 305 and 310.
- Relevant law, affecting people who lack capacity including the Mental Capacity Act.
- Knowledge and understanding of the role of an Independent Mental Capacity Advocate.
- Good working knowledge of the Mental Capacity Act, 2005.
- The rights of an Independent Mental Capacity Advocate.
- Local services and their impact on the lives of people who lack capacity.

**Desirable:**

- Working as a Litigation Friend.

**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**