



Job Description

Post:	Drug and Alcohol Advocacy Worker
Location:	Renfrewshire
Responsible to:	Service Manager
Hours :	37.5 hours per week
Salary:	£22,000 per annum (fixed term post for 12 months)
Pension:	6% Pension and 2 x Salary Life Assurance Benefit

Summary:

This fixed-term funding will create a new Drug and Alcohol Advocacy Worker post, with a remit to increase access to, and uptake of, advocacy for people affected by drug or alcohol use.

This post will contribute effectively to the You First Advocacy Service, which provides independent issue-based advocacy support to vulnerable individuals in the community and in hospitals, who require assistance to represent themselves. It will do so, by providing dedicated advocacy support for people affected by drug or alcohol use, as part of YFA's operational team.

The post holder will be required to clearly show an understanding of the concept of advocacy for people affected by drug or alcohol use and associated issues.

An awareness of individual rights, objectivity and empathy will be required.

A mature ability to challenge individuals/organisations on behalf of the service user, without recourse to confrontation is essential.

Duties:

1. To enable service users to express themselves through the use of the You First Advocacy Service.
2. To provide issue-based advocacy support for people affected by drug or alcohol use.
3. To act on behalf of service users to promote their wishes.
4. To professionally liaise with other agencies/services.
5. To prepare written information for presentation for and on behalf of service users.

6. To professionally record all relevant details relating to specific areas of work.
7. Maintain a record of progress to support the ADP's monitoring of MAT Standard 8 '*All people have access to independent advocacy and support for housing, welfare and income needs*'.
8. Establish close working relationships with Renfrewshire Alcohol and Drugs Recovery Service (ADRS), other relevant services and allied third-sector providers in order to raise awareness of and promote, the importance of advocacy among staff and people accessing services.
9. Ensure a barrier-free process for this service user group in accessing and engaging with advocacy.
10. To be aware of the need for, and to maintain objectivity when supporting service users.
11. To undertake administration/financial responsibilities in a manner which allows maximum time to work with service users.
12. To participate in, and contribute to, training organised for and by, You First Advocacy.
13. To undertake other duties as directed by the Service Manager.

This list is neither exhaustive nor exclusive. The post holder will be expected to contribute to the ongoing development of the post and service.

YOU FIRST ADVOCACY

PERSON SPECIFICATION

ADDICTIONS ADVOCACY WORKER – 37.5 hours per week

QUALIFICATIONS	Essential	Desirable
SVQ3 or equivalent, or a willingness to undertake this qualification		✓

EXPERIENCE

Knowledge and Experience in Advocacy	✓	
Experience of group work		✓
Service user involvement in services		✓
Working in Equal Opportunities Environment	✓	
Addictions/Mental Health/Learning Disability/Special Needs service user groups	✓	
Team work		✓
Working in voluntary sector		✓

SKILLS

Excellent interpersonal skills	✓	
Effective communication skills	✓	
Presentation Skills	✓	
Information and Communication Technology skills	✓	

PERSONAL TRAITS

Self-motivated	✓	
Flexible/adaptable	✓	
Outgoing	✓	
Creative Thinker	✓	