



Advocate and Independent Supporter for Decision Making Job Description

Support for Decision Making (SDM) is recognised under the United Nations Convention on the Rights of Persons with Disabilities as a human right. New Zealand has ratified this convention and is seeking to implement and realise this commitment.

PASAT provides Supported Decision Making and Independent Advocacy for disabled adults and tāngata whaikaha Māori who are at risk of abuse or neglect, or are survivors of abuse in state care, or are adults with a need to build capability and decision-making skills in their life.

Support for decision making or personal advocacy will be utilised as:

- A safeguard against abuse or neglect in response to a situation of concern for an adult at risk. This could be delivered as part of an overall multi-agency response that is taking place.
- As a means of support when sharing experiences of abuse in state care or accessing care records.
- Support with identified decisions a person needs to make where there is a lack of clarity on their will and preference.
- A means to build decision making capability with the decision maker and expand on the capability of a person's network of supporters for decision making.
- There are current supporters for decision making, but they have a potential conflict of interest, or are not able to obtain a consensus on the person's will and preference.
- Support to resolve a specific short-term issue, crisis, or concern
- Promote Welfare and ensure rights are upheld

Support for Decision Making and Independent Advocacy are considered important safeguards against abuse and neglect.

Job Title

Advocate and Independent Supporter for Decision Making

Duties

Delivery of Advocacy and Independent Support for Decision Making:

Develop Relationship with and Understand Will and Preferences of Disabled Person

1. Visits regularly and establishes a relationship with and an active interest in the disabled person's life.
 - 1.1. Learns and understands the disabled person's mode of communication
 - 1.2. Is aware of the disabled person's residential, occupational and leisure activities, along with their financial situation.
 - 1.3. Is aware of and understands the family, whanau and friend situation of the disabled person
 - 1.4. Understands the Will and Preferences, including future goals and aspirations of the disabled person
 - 1.5. Is accessible and reasonably available to disabled people and their key supporters
2. Record and report on all interactions (visits, calls and emails) to National Office in database software within three days of the conclusion of the pay cycle.

Independent Supporter for Decision Making; Job Description

Co-ordinate with and Identify Other Supporters

3. Assist disabled person to scope and identify other supporters for decision making they have a relationship with and trust
4. Participate in a multi-agency response to safeguard the disabled person who may be an adult at risk from abuse or neglect
5. Work collaboratively with other agencies as part of a multi-agency response to safeguard an adult at risk
6. Identify and work to place additional supporters for decision making as required
7. Provide coaching on SDM principles and approaches to other supporters
8. Coordinate and facilitate SDM meetings regarding specific decisions as required.

Provide Support for Decision Making

9. Assist disabled person to scope their decision-making confidence and ability, and map their decision-making support requirements (the People First Resource “How I Make my Decisions” is a useful guide)
10. Assist to develop decision making skills and experience
11. Provide information and support for decisions as required
12. Assist to communicate and implement decisions that have been made as required.

Provide Advocacy

13. Ensure the disabled person’s rights are being upheld, they understand their rights, their welfare is promoted, and they are able to exercise control over their own lives.
14. Act independently of all other parties to advocate with and for the person
15. Investigate the concerns that prompted the referral:
 - o Become aware of the person’s broader situation and circumstances, including their family, residential, occupational and leisure activities, along with their financial situation and access to money. Consider any additional advocacy needs within this broader context.
16. Work collaboratively with other supporters and agencies, and hold them accountable for service obligations
17. Work to resolve the advocacy concerns and improve wellbeing
18. Escalate any new safeguarding concerns as required

Delivery of Community Education on Supported Decision Making:

19. Support the development of education resources on SDM
20. Engage in promotion and marketing for training and education on SDM
21. Deliver training and community education on SDM.

Relationships

Reports to	<ul style="list-style-type: none">• General Manager• Team Leader
Works with	<ul style="list-style-type: none">• Local Need Assessment Service and Coordination Team• Enabling Good Lives Team• Mana Whaikaha team• Safeguarding Coordinators• Survivor Experience Services
Works alongside	<ul style="list-style-type: none">• Multi-Agency Safeguarding Response Group• PASAT Administrator• Disabled people• Disabled people’s family and supporters

	<ul style="list-style-type: none">• Managers and staff of support service providers• Community groups or organisation such as People First, WINZ etc
--	---

Salary

The position is permanent and may involve work outside of normal business hours. Travel within the wider geographical region will be required.

The PASAT will offer fair remuneration and conditions of employment within the resources available, and detailed in the Employment Contract.

Wages are paid at an hourly rate, with a pay band between \$30 and \$35 an hour. Wages will be paid fortnightly by direct credit payment to a bank account nominated by the Advocate/Independent Supporter for Decision Making and upon timely receipt of the approved timesheets and reports (completed electronically and submitted on-line).



Person Specification

Independent Supporter for Decision Making

1. Experience and Qualifications

A background in advocacy, community or social work, or working with people with an intellectual disability is desirable.

- Can demonstrate an understanding of:
 - The United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)
 - Supported Decision Making principles
 - Te Aorerekura – The National Strategy for the Elimination of Family Violence and Sexual Violence
 - Crimes Amendment Act 2011 as it pertains to Adults at Risk
 - Supported Decision Making principles
 - PPPR Act and other legislation as they pertain to mental capacity
 - New Zealand Disability Strategy
 - Enabling Good Lives – Principles
 - Te Tiriti o Waitangi
 - Understanding of the social context and services impacting on the welfare of Adults at Risk
 - Understanding of the nature and dynamics of family violence and its effects on Adults at Risk

2. Qualities Sought

Personal qualities

- Respect for disabled people's dignity and diverse values.
- Respects all cultures and beliefs
- Independence and neutrality
- Approachable manner and disposition
- Developed personal and interpersonal skills and able to engage with a wide range of people and community agencies
- High personal integrity and organisation to independently manage work load
- Good listener and open to different ideas and actions
- Keen awareness of Supported Decision Making, advocacy in the disability sector, and networking skills with other supporting organisations
- Demonstrates Person Centred practises.
- Has strong facilitation skills
- Efficient – utilising various information gathering methods and economising mileage where practical
- Demonstrates an understanding of the national and international legal and research and political context of the human rights of disabled people

- Has a commitment to continuous professional development.
- Competent with use of communication technologies, electronic reporting, and is computer literate.
- Problem solving abilities and initiative
- Excellent communication – oral and written

A more detailed guide is the *Let's get real: Disability* framework published by Te Pou. This guide describes the essential attitudes, values, knowledge and skills needed to deliver quality services to disabled people, and their families or whanau in New Zealand.

<https://www.tepou.co.nz/resources/lets-get-real-disability-a-framework>