



Regional Advocate Job Description

The Personal Advocacy and Safeguarding Adults Trust (PASAT) was established in 1967 as the trusteeship scheme of IHC, and was set up to provide “parental care or oversight” of persons with an intellectual disability on the death of both of their parents. It was designed to offer comfort to parents that on their death, someone would provide advocacy, guidance and support in their stead. Today the mission of PASAT reflects that history by offering parents “an opportunity to invest in peace of mind for the future”. PASAT also offers short term Advocacy support to non-members.

In 2019 the organisation also broadened its work to enable support to all Adults at Risk, and by introducing a Coordinated Interagency Safeguarding Adults Response to concerns of harm, abuse or neglect.

The role has three primary components; support, advocate, and encourage independence.

Job Title

Regional Advocate

Duties

Work to achieve the mission of the Trust (80%):

Support

1. Maintains an active interest in overseeing that the Trust member is enjoying a good quality of life.
 - 1.1. Is aware of the member’s residential, occupational and leisure activities, along with their financial situation if appropriate, to ensure the member is satisfied with their programmes and support.
 - 1.2. Visit all Full Support members regularly in their homes and other suitable locations as necessary:
 - 1.2.1. Complete two visits annually for members that live over 150km away. Complete virtual visits and support regularly throughout the year.
 - 1.2.2. Complete three or four visits annually for members that live between 15 and 150km away. Supplement with virtual visits and support as required throughout the year.
 - 1.2.3. Complete four or more visits annually for members that live under 15km away. Supplement with virtual visits and support as required throughout the year.
 - 1.2.4. These visits will be determined according to the member’s Advocacy plan and crises as they may arise. These visits should be well planned in advance to ensure the inclusion of other people key to the welfare of the member where possible.
 - 1.3. Visit Pre Support members and their families once annually (in the year of enrolment additional contact will be required).
 - 1.4. Attend annual service provider lifestyle planning meetings with the member or the equivalent as appropriate.
 - 1.5. Be accessible and reasonably available to members and their key supporters within the Region should there be any crises or concern
 - 1.6. Ensure that the member is satisfied with their access to and use of their own money.
 - 1.7. Communicate their appointment, role and purpose and contact information to others within the member’s life so that they may contact the Advocate as appropriate.
 - 1.8. Report on visits and advocacy support to siblings / parents as appropriate.
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.

Advocate

3. Advocates with the member to ensure their rights are being upheld and their welfare promoted.
 - 3.1. Be alert to and respond to any problems or issues raised by the member or key supporters that adversely affect the member and as necessary; advocate for the member.
 - 3.2. Support the member to learn ways of dealing with the situation him/herself, and self-advocacy.
 - 3.3. Request additional allocation of support hours as needed for crises.
4. Record and report on all advocacy to National Office in database software in a prompt timely manner.

Encourage Independence

5. Members are supported to be as independent as possible and encouraged to self-advocate
 - 5.1. Ensures that members understand their rights and exercise control over their lives

Provide Short Term Advocacy

6. Build rapport and a relationship of trust with the person and their supporters.
 - 6.1. Meet face to face wherever possible with the person in their home or other suitable location.
 - 6.2. Be accessible and reasonably available to the person and their key supporters
 - 6.3. Communicate their appointment, role and purpose and contact information to others within the person's life so that they may contact the Advocate as appropriate.
 - 6.4. Report on visits and advocacy support to whanau and supporters as appropriate.
7. Advocates with the person to ensure their rights are being upheld and their welfare is promoted.
 - 7.1. Act independently of all other parties to advocate with and for the person
 - 7.2. Practice supported decision making principles and strategies
 - 7.3. Investigate the concerns that prompted the referral
 - 7.4. 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.
 - 7.5. Work collaboratively with other supporters and agencies, and hold them accountable for service obligations
 - 7.6. Work to resolve the advocacy concerns and improve wellbeing
 - 7.7. Escalate safeguarding concerns as required
8. Encourage independence of the person
 - 8.1. Ensures that the person understand their rights and exercise control over their lives
 - 8.2. Support the person to learn ways of dealing with the situation him/herself, and self-advocacy.
9. Manage caseload work requirements
 - 9.1. 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
 - 9.2. Request additional allocation of support hours as needed.
 - 9.3. Respond to new referrals in a timely manner (within three working days)
 - 9.4. Close and archive referrals as they are resolved

Additional duties (20%):

10. Work to increase the recognition of PASAT and its services in their region and community.
11. Actively recruit prospective members and distribute marketing materials
12. Work collectively with the Regional Advocate Team to enhance service delivery
 - 12.1. Actively participate in team meetings and activities
 - 12.2. Report on work plans and activities as required
 - 12.3. Identify areas of potential development and share initiatives
 - 12.4. Participate in training and development

Relationships

Reports to	<ul style="list-style-type: none"> • Advocacy National Director • Team Leader
Works with	Independently, and at times with other Regional Advocates
Works alongside	<ul style="list-style-type: none"> • Administrator • Members of PASAT (people with an intellectual disability or other Adults at Risk) • Members' family and supporters • Managers and staff of support service providers • Safeguarding Adults Coordinator • Community groups or organisation such as People First, Needs Assessment and coordination agencies, (NASC's) WINZ etc

Salary

The position is permanent part time and may involve work outside of normal business hours. Travel within New Zealand will be required. The hours will be stipulated in Individual Employment Contracts dependent on the case load and proximity of members and pre support members within the Region/s.

- Pre Support members are given an allotment of 1 hour annually.
- Full Support members are given a variable allotment dependent on their location and travel time required.
- There is an additional allotment of three hours per Full Support member, but not allocated to them, for designated for general administration.
- 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 \$27 and \$30 an hour. Wages will be paid fortnightly by direct credit payment to a bank account nominated by the Regional Advocate and upon timely receipt of the approved timesheets and reports (completed electronically and submitted on-line).

The hourly rate shall be reviewed annually and any adjustment to the hourly rate that has been approved by the Trust Board will take effect 1 April.



Person Specification

Regional Advocate

1. Experience and Qualifications

This role must be filled by a person vaccinated against Covid-19.

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), the New Zealand Disability Strategy, and Enabling Good Lives – Principles.

2. Qualities Sought

Personal qualities

- Team player who enjoys working in a virtual team
- Approachable manner and disposition
- High personal integrity and organisation to independently manage work load
- Good listener and open to different ideas and actions before making a decision
- Keen awareness of advocacy in the disability sector, and networking skills with other supporting organisations
- Demonstrates Person Centred practises.
- Respect for disabled people's dignity and diverse values.
- Has strong facilitation skills
- Efficient – utilising various information gathering methods and economising mileage by scheduling several meetings on one trip.
- Developed personal and interpersonal skills and able to engage with a wide range of people and community agencies
- Demonstrates an understanding of the national and international legal and research and political context of the human rights of people with intellectual disability
- Respects all cultures and beliefs
- Has a commitment to continuous professional development.
- Competent with use of communication technologies, electronic reporting, and is computer literate.
- Problem solving abilities and initiative
- Communication – oral and written

A more detailed guide is the This *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.

<http://www.tepou.co.nz/disability-workforce/lets-get-real-disability/101>