

ROLE DESCRIPTION OUTREACH ADVOCATE VOLUNTEERS

Whilst membership of Mosac is open to all supporters of it's Aims and Objectives- Volunteering at MOSAC is open to Female Volunteers only **(Sex Discrimination Act 1975 (Part 2 (2) (E))**

BACKGROUND AND ROLE

We have a *new* London wide Outreach Advocacy Service at Mosac for non abusing parents/carer's of sexually abused children. We want to *outreach* this important service London wide, reaching non abusing parents/carer's from wide and diverse backgrounds, including reaching people from disadvantaged groups.

We recognise and value the wide and diverse range of skills and experiences that volunteers can bring to support our new, much needed Outreach Advocacy Service. We also aim to recruit, but not exclusively, up to 10 volunteers that can speak any of the following languages: Bengali, Gujarati, Hindi, Punjabi, Somali and Urdu.

Outreach Advocate Volunteers at Mosac are in a position of trust as they will work on a one to one ongoing basis around the needs of non abusing parents/carers whose children have disclosed sexual abuse.

Outreach Advocate Volunteers will aim to empower and encourage non abusing parents/carer's to have their voice heard, consider their rights and options, make decisions, gain access to services, provide information and support when dealing with external agencies such as, but not exclusively, social services, the courts, housing offices and the police. They may also accompany non abusing parents/carer's to relevant meetings, case conferences, and so forth. The roles and tasks are varied and negotiated individually but will be governed by the policies and procedures of the project.

Outreach Advocates are volunteers who have gone through a process of recruitment, completed Mosac's training, induction and trial period and have been accepted by Mosac as volunteers. Their work is monitored, supported and supervised by the Outreach Coordinator.

ROLE OF THE OUTREACH VOLUNTEER ADVOCATE:

- Be non-judgmental in approach.
- Have good listening and communication skills.
- Negotiate clear contracts with clients.
- Provide outreach advocacy with the aim to support, empower and encourage the client to have a voice, consider their rights/options and gain access to services.
- Meet with the client on a weekly or regular basis as agreed.
- Accompany the client as appropriate, to relevant meetings, case conferences, etc.
- Use own initiative to identify and access relevant information and resources.
- To manage appropriate boundaries in the advocacy relationship.
- Seek support when required from the Outreach Coordinator.
- Maintain confidentiality, and adhere to other policies and procedures of the project.
- Maintain records for monitoring, evaluation and tracking purposes plus service evaluation
- Participate in regular support and supervision meetings.

- Be part of any relevant staff training days.

PERSON SPECIFICATION

ROLE: OUTREACH ADVOCACY VOLUNTEER		
The requirements as stated below relate solely to the duties and responsibilities laid out in the Role Description. Applicants should provide evidence of their ability to meet the following criteria. NB The Application Form should cover all criteria, any of which may be pursued at the interview.		
	<i>Factor</i>	<i>Essential /Desirable</i>
	KNOWLEDGE	
1	Awareness of general issues facing the client group	D
	SKILLS & ABILITIES	
2	Ability to deal with sensitive and confidential information	E
3	Good listening and communication skills	E
4	Commitment to personal development	E
5	Commitment to provide outreach advocacy with the aim to support the needs of the client group, empower and encourage the client to have a voice, consider their rights/options and gain access to services.	E
6	Accompany the client as appropriate to relevant meetings, case conferences, services, etc.	E
7	Ability to sensitively and appropriately relate to the client group with a non judgemental approach	E
8	Ability to form positive, supportive and boundaried relationships with the client group	E
9	Reliable, organized, consistent, dependable and have an ability to handle a level of stress	E
10	Ability to identify and access relevant information	E
11	A caring, sympathetic, sensitive manner and a non judgemental approach	E
	ATTITUDE/APPROACH	

12	Willing to learn	E
13	Positive outlook and enthusiastic	E
14	Willing to support and empower client through a positive advocacy relationship	E
15	Flexibility	E
16	Patience, and persistence to follow up issues	E
17	Ability to maintain confidentiality and abide by all other Mosac policies and procedures	E
18	Willingness to positively work with the Outreach Coordinator to ensure quality service, and the ability to ask for support when required.	E
	EXPERIENCE	
19	Experience working with a range of people from different backgrounds and working with vulnerable people.	D
	EQUAL OPPORTUNITIES	
20	Commitment to incorporating equality and diversity principles into all aspects of work.	E
	OTHER REQUIREMENTS	
21	Be willing to travel and work London wide, if required.	E
22	Be willing to have enhanced CRB disclosure.	E
23	Be willing to keep accurate records, review the client work from time to time with the Coordinator and service user, undertake record sheets, monitoring and evaluation and participate in the evaluation of the service.	E
24	Actively take part in regular support and supervision with the Outreach Coordinator and in line with service guidance.	E
25	Willing to give weekly few hours (e.g. 4 hours) at a time.	E
26	Be 25 years or above.	E