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Job & Person Guide
ADM Court Reports
Coordinator

Publication Date August 2, 2024

At A Glance...
Ten things to know about the role



Reporting To

Case Management
& Support (Asst. CEO)



Contract

This appointment is for one year with extension subject to funding



Place of Work

This post will primarily be home based



Direct Reports

Any specialist volunteers who may offer their services to undertake specific pieces of work



Working Hours

Working hours, including provision for lunchbreaks, will generally average 40 per week over a four weekly period



Salary

Indicative salary: €50,000



Probationary Period

A probation period of six months will apply during which time there will be three reviews



Benefits

25 days annual leave; public holidays; plus 5% contribution to a PRSA scheme following completion of probation



Application Deadline

Applications by 2pm, Friday 30 August to recruitment@sageadvocacy.ie
Put job title in subject line



Application Requirements

Curriculum Vitae (no more than four pages) and detailed cover letter (one to two pages in length)



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About Sage Advocacy

Sage Advocacy is the National Advocacy Service for Older People. It also supports vulnerable adults and healthcare patients in certain situations where no other service is able to assist. Sage provided information, support and advocacy services to almost 5,000 people in 2022 and our work on behalf of clients is independent of family, service provider or systems interests.

Our team of experienced advocates is available right across the Republic of Ireland in all settings: homes, day centres, respite facilities, congregated care settings / nursing homes, hospitals, hostels, hospices and in the process of transition between them. Our services are free of charge and confidential. Sage Advocacy ensures that a person's voice is heard, that their wishes are taken into account and that they are assisted, in whatever ways necessary, to be involved in decisions that affect them. There is a strong focus on achieving social impact by addressing underlying systemic issues raised through

individual case work. Our work is guided by Quality Standards for Support & Advocacy Work With Older People, a Case Management Group and a Policy & Practice Committee. Sage Advocacy is also an important source of support for a range of stakeholders with regard to the Assisted Decision Making (Capacity) Acts.

Sage was established in September 2014 with funding from the HSE and The Atlantic Philanthropies and is currently almost entirely publicly funded. Responsibility for the overall development and governance of the service rests with the Board of Trustees of Sage Advocacy clg | CRO #610824 | RCN #20162221 | CHY #22308.

Recruitment for this role is part of the next phase of development of Sage Advocacy's services in the context of legislative changes and the emergence of Regional Health Authorities, as proposed by Sláintecare.

Working With Us

Reporting Relationship

ADM Court Reports Coordinator will report to Case Management & Support (Asst. CEO)

Key Relationships: Case Management & Support (Asst. CEO), Regional Managers, Regional Advocates involved in Court Reports, Legal Advisers, Legal Support Unit, Case Management Group, Manager of Information & Support Service, stakeholder organisations such as HSE, Courts Service, Legal Aid Board, Irish Human Rights & Equality Commission, Dept of Health, Dept of Children, Equality, Disability, Integration & Youth, Dept of Justice.

Direct Reports: Any specialist volunteers who may offer their services to undertake specific pieces of work.

Supports: Organisational support and personal support and mentoring will be provided.

Purpose of the Post

The primary purpose of the ADM Court Reports Coordinator is:

- To coordinate all aspects of the court report process from first contact with the Information & Support Service, through drafting of reports following visits by independent advocates to clients, ensuring any necessary legal support to staff are addressed and finalising report for sign off and timely submission to the Courts Service. The post holder will be someone with case management, systems development and editorial skills and a keen interest in and knowledge of the ADM legislation. This post will initially be for a 1-year period and is likely to become a longer-term appointment as resources become available.



Job & Person Guide

ADM Court Reports Coordinator

Principle Duties and Responsibilities

KEY SKILLS & KNOWLEDGE

- Promoting least restrictive approaches and minimising unnecessary engagement with the courts system.
- Coordinating all aspects of the process of independent advocacy reports, ensuring streamlined approach in all cases.
- Providing the necessary information to staff and volunteers of Sage Advocacy in relation to ADM Court Report case work.
- Linking in with Information & Support Advocacy Coordinators, Regional Advocates, Regional Managers and members of the Legal Support Unit regarding reports, ensuring that case quality and legal information is accurate.
- Editing and formatting the reports reviewed by the Regional Managers and Legal Support Unit in preparation for sign off and ensuring timely submission to the Courts Service.
- Updating the database to capture all the details related to ADM Court Reports process.
- Identifying, collating & reporting on issues of a systemic nature.
- Participating, and assisting with the preparation of policies and practice guidelines related to ADM Court Reports.
- Assisting with internal group training sessions with staff on specific relevant topics.
- Attending stakeholder engagement meetings relevant to ADM components of Sage Advocacy's work.
- Protecting the professional integrity and reputation of Sage Advocacy.
- Other duties as assigned by the Asst CEO Case Management & Support and CEO.

Terms and Conditions of Employment

A probation period of six months will apply during which time there will be three reviews. Indicative salary: €50,000.

There are 25 days annual leave and a 5% contribution to a PRSA scheme following successful completion of probation. This post will primarily be home based. Travel and subsistence

costs are reimbursed in line with current guidelines.

THIS JOB & PERSON GUIDE IS SUBJECT TO ONGOING REVIEW AND MAY BE REVISED FROM TIME TO TIME.



Job & Person Guide

ADM Court Reports Coordinator



Personal Attributes / Character

SAGE ADVOCACY STAFF MUST:



Be approachable, friendly and easy to talk to; non-judgemental; sensitive to others; involving and inclusive



Be collaborative, supportive and capable of working in a collegiate way



Be conscious of and take responsibility for meeting deadlines



Be respectful of people, their privacy and of their relationships with family members/social and work networks



Be self-aware and assured without being arrogant or egotistic



Value individual autonomy, self-determination and personal empowerment



Be proactive and willing to take initiative regarding raising advocacy awareness among health and social care services personnel and all other providers of services to the public



Be vigilant, attentive to instances of poor quality and standards and the status of vulnerable adults, older people and healthcare patients



Be open to self-review, to receiving feedback and accepting support, supervision and mentoring



Be independent and free from any conflicts of interest



Be compassionate as well as passionate about enabling vulnerable adults, older people and healthcare patients to have their voice heard



Be curious, creative and innovative, open to exploring different ways of doing things and problem solving while understanding the wider context and possible implications of different approaches



Key Dates & Requirements



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**Applications by 2pm,
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with job title in subject line**



Application Requirements

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Interview/Shortlisting

**Initial interviews are
scheduled to start in the
week following the
deadline for applications**

DATA PROTECTION AND PRIVACY

● Sage Advocacy's full Data Protection and Privacy Statement can be viewed online at www.sageadvocacy.ie/data-protection-privacy-statement. It has been developed to provide assurance to you in relation to Sage Advocacy's commitment to maintaining your privacy. Sage Advocacy clg. is the Data Controller, for the purposes of the Irish Data Protection Acts 1988 to 2018 (as amended), the General Data Protection Regulation (GDPR), and the 2011 "ePrivacy Regulations" (S.I. No. 336 of 2011 - the European Communities (Electronic Communications Networks and Services) (Privacy And Electronic

Communications) Regulations 2011). The Data Protection Officer has overall responsibility for ensuring that all personal information received is handled in compliance with the General Data Protection Regulation (2016/679). Our Data Protection Officer can be contacted on 01-5367330 or at compliance@sageadvocacy.ie.

MORE INFORMATION

● Contact Sage Advocacy,
24-26 Upper Ormond Quay, Dublin D07 DAV9
info@sageadvocacy.ie | 01-5367330