

# Capricorn Citizen Advocacy

## RECRUITMENT OF PROTÉGÉS POLICY

<b>Policy number:</b>	<b>3.1.1</b>	<b>Approved by Management Committee:</b>	28 <sup>th</sup> February 2017
<b>Version:</b>	<b>2.0</b>	<b>Signed off by Executive:</b>	28 <sup>th</sup> February 2017
<b>Responsible person:</b>	<b>Coordinator</b>	<b>Scheduled Review Date:</b>	28 <sup>th</sup> February 2020

### Purpose

Capricorn Citizen Advocacy will recruit individuals with disability to become protégés of the Program and will:

1. Provide clear and consistent public and personal promotion and explanation of Capricorn Citizen Advocacy's function and procedures.
2. Provide a variety of means to ensure the involvement of people with disability in Capricorn Citizen Advocacy to advise on the needs of people with disability.
3. Apply this policy and procedure to all people regardless of ethnic or cultural background, gender, religion, age or level of disability.

### Policy

#### **1. Active Recruitment and Identification**

Program staff with the advice and assistance of the Management Committee will actively seek out and identify individuals with disability who require/need a Citizen Advocate and who have a wide variety of needs for representation, spokespersonship and support.

#### **2. Eligibility of Potential Protégés**

Capricorn Citizen Advocacy assesses all potential protégé for eligibility based only on their level of vulnerability and takes into account the likely citizen advocacy response which will be designed to prevent further wounding and/or reduce existing wounding and/or to provide a compensation to wounding.

People with disability have a wide variety of needs for representation and relationships which can be met by Citizen Advocates. Capricorn Citizen Advocacy will ensure it undertakes to achieve sufficient flexibility in its recruitment procedures to define and support relationships which can fit the individual, emotional or practical protection needs of the person with a disability. Program staff will get to know potential protégés and understand their preferences and needs.



The *Annual Protégé Recruitment Plan* guides the organisation's effort in seeking potential protégés. The assessment of eligibility, vulnerability and priority of acceptance as a protégé is documented in the *Protégé Profile*.

Capricorn Citizen Advocacy will plan to create a wide variety of relationships in which advocates are recruited who will focus on meeting one of more of the practical and/or emotional needs of the protégés. This will take the form of an *Annual Advocate Recruitment Plan*.

As this policy is focussed on actions relating to the needs of protégés, it works in conjunction with the *Meeting Individual Needs Policy 3.2.1*.

### **3. Referrals and Enquiries**

Capricorn Citizen Advocacy can recruit citizen advocates for only a limited number of protégés in any one year.

Capricorn Citizen Advocacy will keep a "working list" of approximately 5 protégés at any one time to whom it makes a definite commitment to recruit a citizen advocate.

Capricorn Citizen Advocacy will accept and record appropriate enquiries from interested parties, but these records in no way constitute a waiting list. Program staff will ensure that a clear explanation of Capricorn Citizen Advocacy recruitment procedures are given to people making enquiries, preferably in writing. See Capricorn Citizen Advocacy's *Referrals Policy 2.4.0*.

### **4. Balanced Orientation to Protégés' Needs**

Capricorn Citizen Advocacy staff will ensure that it achieves a balance in criteria/characteristics of people with disability and this balance will reflect the demography/needs of the individual as follows:-

- a) **Age:** Capricorn Citizen Advocacy will recruit persons of various ages, from before birth and onwards, and the age range will reflect the demography of the local community.
- b) **Gender:** Capricorn Citizen Advocacy will recruit individuals of both sexes and will aim for a balance of males and females.
- c) **Ethnic and Cultural Backgrounds:** Capricorn Citizen Advocacy will recruit and will attempt to involve persons from different indigenous, ethnic and cultural backgrounds.
- d) **Various Living Situations:** Capricorn Citizen Advocacy will ensure that people living in different types of accommodation in the local area are sought at, but not limited to:
  - - residential centres, boarding houses
  - - hostels, family homes
  - - nursing homes, supported accommodation
  - - group homes, independent living
  - - caravan parks
  - - prisons,
  - - State Government Child Protection accommodation

- e) **Levels of Disability:** Capricorn Citizen Advocacy will ensure it includes people who have varying degrees of disability.
- f) **Segregation or Community Exclusion:** Capricorn Citizen Advocacy will actively seek out individuals who are at risk of ostracism or segregation which could be a result of their level of disability, physical isolation, forced isolation, difficulties in communication and low relationship reciprocity, or "behaviour problems".
- g) **Active Spokesmanship:** Capricorn Citizen Advocacy will recruit individuals who have needs for vigorous defence or representation of their legal and human rights which may be at risk of being compromised.
- h) **Length of Relationship:** Capricorn Citizen Advocacy recognises that relationships will vary in the length of commitment required by an Advocate to meet the individual needs of the protégé. Capricorn Citizen Advocacy will, over time, create a range of short-term and long-term relationships based on the needs of each person but will, however, aim to create a majority of relationships based on a long-term, perhaps even life-long, commitment of both parties involved.

#### Definition of Short Term Advocacy

Short-term advocacy is a time-limited commitment in which the Advocate is required to respond to address those needs of the protégé that are of a significant, but not urgent or ongoing, nature. A short-term advocacy relationship will be "completed" when the goal of the short-term advocacy has been pursued satisfactorily, or to the extent that is possible for the time being.

- i) **Crisis Situation:** Capricorn Citizen Advocacy will accept those persons who require immediate support and/or spokespersonship, according to the availability of crisis advocates, to meet the most immediate needs for representation or instrumental action of the person in crisis. Capricorn Citizen Advocacy will recruit and support a number of stand-by crisis advocates.

#### Definition of Crisis Advocacy

Crisis advocacy is a time-limited commitment in which the advocate is required to immediately respond to address those needs of the protégé that are of a critical or urgent nature. A crisis advocacy relationship will "complete" when the situation of the protégé, which precipitated the crisis advocacy response, is no longer critical or urgent.

- j) **Types of Advocacy Role Required to Meet Individual Needs:** Capricorn Citizen Advocacy will recognise the need of individuals for different types of relationships and will endeavour to achieve a balance in these areas according to the needs and interests of the person with a disability. Relationship types may be defined upon the following dimensions:-
  - **Instrumental Needs** - to solve practical, material problems.
  - **Expressive Needs** - for communication, relationship, support and love, and



- **Formal Advocacy** - requiring the due process of law for assistance:
    - 1) "instrumental" assistance eg. conservator, guardian of property, or
    - 2) "instrumental-expressive" - adoptive-parent, or plenary guardian of a person.
  - **Informal Advocacy** - created by the choice of those who are party to them.
- k) **Vulnerability:** Capricorn Citizen Advocacy will actively seek out individuals who are at risk of abuse, neglect, exploitation or inappropriate or unethical treatment. Capricorn Citizen Advocacy may develop tools to discern varying levels of vulnerability
- l) **Needs for Different Forms of Advocacy Roles:** Capricorn Citizen Advocacy will aim for a balance of advocacy roles such as, but not limited to, mentor, ally, friend, protector.
- m) **Capacity for Relationship Reciprocity:** Capricorn Citizen Advocacy will seek out and recruit people who may be limited in their ability to respond to others, including a Citizen Advocate, in accordance with the [Standards for Citizen Advocacy Program Evaluation \(CAPE\) Rating R1412](#). This will, from time to time, include people who do not have the legal capacity to give consent.

## **5. Timeframe and Number Of Persons**

In accordance with the [Annual Protégé Recruitment Plan](#), Capricorn Citizen Advocacy staff and Management Committee will decide on the timeframe and number of persons to be accepted into Capricorn Citizen Advocacy at a given time according to individual need. This will be clearly explained to protégés.

## **6. Individual Information**

Capricorn Citizen Advocacy will ensure that information about the protégé obtained in order to understand their individual needs and life experiences and to create a [Protégé Profile](#) will remain private and confidential. Only relevant and valid information such as date of birth, name, address, disabling conditions and impairments, work/day placement, life experiences to date, likes/dislikes, which define protégés' needs, preferences and characteristics which are practical and useful for Advocate recruitment, matching and orientation will be requested and kept.

Protégés will be informed of the reasons why the information is collected and stored. All reasonable steps will be taken to obtain consent from protégé.

## **7. Feedback and Review**

Capricorn Citizen Advocacy will regularly review and obtain feedback on its protégé recruitment policies and procedures to ensure it meets the needs of individuals who use or may use Capricorn Citizen Advocacy. Both protégés and advocates will be encouraged to be actively involved in all reviews of policies as well as an independent external evaluation (CAPE) of Capricorn Citizen Advocacy to be held approximately every five years.

## Related Documents

2.3.0	<i>Communicating in Language that is Easily Understood Policy</i>
2.4.0	<i>Referrals Policy</i>
3.0.1	<i>Advocate Independence Policy</i>
3.1.1.1	<i>Recruitment of Protégés Procedure</i>
3.1.2	<i>Consent of Protégés Policy</i>
3.1.2.1	<i>Consent of Protégés Form</i>
3.2.1	<i>Meeting Individual Needs Policy</i>
3.2.3	<i>Policy for Analysing the Discontinuation of a Match</i>
3.2.3.1	<i>Procedure for Analysing the Discontinuation of a Match.</i>

- *Annual Protégé Recruitment Plan*
- *Annual Advocate Recruitment Plan*
- *Advocate Orientation Process*
- *Standards for Citizen Advocacy Program Evaluation (CAPE) Rating R1412*

## References

*Principles of Citizen Advocacy as outlined in John O'Brien and Wolf Wolfensberger, Standards for Citizen Advocacy Program Evaluation (CAPE) (1988)*

### Ratification

This policy was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on: 28 / 02 / 2017.

SIGNED:

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President

SIGNED:

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Secretary

28 / 2 / 17  
(Date)

28 / 2 / 17  
(Date)

