

# Capricorn Citizen Advocacy

## ADVOCATE ORIENTATION POLICY

<b>Policy number:</b>	<b>3.0.3</b>	<b>Approved by Management Committee:</b>	27 <sup>th</sup> March 2024
<b>Version:</b>	<b>2.0</b>	<b>Signed off by Executive:</b>	27 <sup>th</sup> March 2024
<b>Responsible person:</b>	<b>Coordinator</b>	<b>Scheduled Review Date:</b>	27 <sup>th</sup> March 2027

### Purpose

Capricorn Citizen Advocacy aims to ensure that all prospective Citizen Advocates are provided with a thorough orientation to Citizen Advocacy and the unmet needs of their proposed Protégé.

This is a valuable exercise even if the match does not proceed as the potential Citizen Advocate is provided with insights into the role of advocates and may become an ally of the program.

### Policy

#### Principles of Orientation

1. An effective orientation in the principles and practices of Citizen Advocacy plays an absolutely vital role in equipping staff, management committee, Advocate Associates and prospective Citizen Advocates.
2. Orientation of prospective advocates is required as an important element of advocate recruitment; it takes place before the appointment of all long term matches. The process should not be hurried; allowing time for reflection and discussion.
3. Orientation of prospective Citizen Advocates is the responsibility of the Coordinator who may exercise discretion on the orientation's length and content within the guidelines set out below.
4. Involvement of Capricorn Citizen Advocacy's management committee in orientation of prospective advocates is always welcome as committee members can share valuable experience and knowledge of our model of advocacy and perhaps their own match experience.
5. Prospective advocates will learn the importance of enhancing the image and competencies of people with disability towards obtaining valued roles.
6. The orientation will promote the powerful influence of Citizen Advocates in creating valued opportunities and experiences in the life of a protégé and also the positive impact on others involved in the life of the protégés.

### **Further Training Opportunities**

1. If the orientation of a prospective advocate leads to a new match, Capricorn Citizen Advocacy will follow up the orientation with ongoing support, including opportunities for networking with other advocates, newsletters and invitations to workshops whenever possible.
2. After their orientation Capricorn Citizen Advocacy will also actively encourage Citizen Advocates to complete the full Social Role Valorisation and PASSING.

### **Orientation Documents**

1. New advocates will be asked to complete documentation for the match file as necessary;
  - CCA New Advocate Information Form
  - Relevant form(s) to obtain a Blue Card / Yellow Card (or Exemption Card),
  - CCA Communication Consent Form
  - CCA Advocate Authentication Form
2. During the orientation new advocates will be given some materials as appropriate in a folder and be asked to also consider applying for membership of CCA;
  - Advocate Handbook
  - CCA Car Sticker
  - ID Card
  - CCA Membership Form

### **Orientation Content**

1. The orientation takes into account that each match is unique; people with disability do not have uniform circumstances and advocates also have different backgrounds and life experiences.
2. The Coordinator will use discretion in how to best cover the content in the orientation. The delivery of the training will depend on;
  - the individual context (e.g. does the protégé lives in supported accommodation),
  - preferred learning styles (teaching, informal discussion, reading, slideshows, videos etc);
  - location of the prospective advocate (easy attendance at the office versus significant travel) which requires flexibility of the training venue
3. Topics which are usually addressed in the orientation include the following;
  - Why do vulnerable people need advocacy?
  - What is advocacy?
  - What is 'Citizen Advocacy'?
  - Other forms of advocacy
  - What is not advocacy?
  - Principles of Citizen Advocacy
  - Misconceptions about Citizen Advocacy



- How do Citizen Advocacy programs differ from other agencies?
- Myths and misconceptions about disability
- Common experiences of people with a disability
- What does it typically mean to be an 'Advocate'?
- The universal needs of people
- Comparison of life experiences
- The rights of people with disability
- Privacy and confidentiality
- Conflicts of interest
- 'Instrumental' needs and tasks
- 'Expressive' needs and tasks
- Examples of Citizen Advocacy roles
- Types of advocates
- Advantages of a match for a Protégé
- Advantages for an Advocate
- The 'costs' of advocacy
- To be a Citizen Advocate means to....
- Strategies that can help
- Support for your relationship

**Related Documents**

- [3.0.1 Advocate Independence Policy](#)
- [3.0.4 Advocate Authentication Policy](#)

**References**

Not applicable.

<b><u>Ratification</u></b>			
<b>This policy was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on 27 / 03 / 2024.</b>			
			
<b>SIGNED:</b>	.....	<b>SIGNED:</b>	.....
	<b>President</b>		<b>Secretary</b>
	<b>27 / 03 / 2024</b>		<b>27 / 03 / 2024</b>
	<b>(Date)</b>		<b>(Date)</b>