

JOB DESCRIPTION

Job Title: Appropriate Adult		Ref No:	JE Ref: U946
Department: Social Work Services		Band: 4	Location: Dumfries and Galloway
Responsible To:	Appropriate Adult Coordinator		
Responsible For:			
Job Purpose:	To act as a third independent party who assists in the facilitation of communication, during an interview and associated processes, between an individual with a mental disorder, aged 16 or over and the police as part of the council's statutory responsibility.		
Main Responsibilities:	• To facilitate communication for an individual with a mental disorder, aged 16 and over during police processes • Responding to request for services, in line with position on the rota. • Ensure that the person being interviewed is not disadvantaged by their disorder, that they fully understand their rights as explained to them by the Police and that they continue to understand them throughout the process.		
Job Activities:	• Helping the person to understand why they are being interviewed and the questions they are being asked. • Ensuring, as far as possible, the individual understands the explanation for, and gives informed consent to, any examination or other police procedure, for example medical exams, or fingerprinting. • To reassure and put the individual at ease • To advise police if at any time the individual does not appear to understand • Ensuring that the process is paused where necessary to discuss concerns about the welfare of the person and the need for a break. • To participate in meetings and training programme. • To undertake specific duties as detailed by the Appropriate Adult Co-ordinator. • Staff will be expected to work in all the locations that the police attend: Police stations, Hospitals, individual's homes etc. 95% of the time indoors, seated or standing. • Able to respond timeously to requests for attendance at Police interviews. • Completion and submittal of all associated paperwork to the required standard promptly • Attendance at Court as a witness if cited.		

Performance Management	<i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	Caroline Ronaldson	Date: 13/01/21

Jan 2012 //HR