



Job Description

Job Title:	Children and Young People's Independent Sexual Violence Advisor (ChISVA)
Salary:	£25,951 to be calculated pro rata to hours worked.
Hours:	Between 21 and 37.5 hours, to be discussed at interview and agreed upon appointment (must be flexible).
Holidays:	26 days plus 8 days statutory holidays per annum to be calculated pro rata to hours worked
Location:	The post is based in Worcestershire but the post holder will be required to support clients in both Herefordshire and Worcestershire (post holder must be able to travel throughout both counties)
Responsible to:	ChISVA Service Manager
Responsible for:	N/A
Main contacts:	Staff of the centre, members of the public, service users, volunteers, external contacts and other stakeholders
Job purpose:	To work in cooperation with and as directed by the Chief Executive Officer and the Trustee Board within a multi-agency setting to provide a pro-active service to children & young people aged 5 years and over who are survivors of sexual violence within and outside of the criminal justice system.

- Develop and deliver a non-therapeutic advocacy and support service to children and young people.
- Help children and young people to access appropriate therapeutic interventions and to develop their own support network.
- Where necessary provide emotional and practical support through the criminal justice system.
- Risk assess and help children and young people keep safe.
- Support children and young people to access their rights.
- Support children and young people to access health and other services they require.
- Monitor and keep children and young people informed of case progress.
- Consider and respond to child safeguarding issues when engaging with all children and young people.
- Contribute towards service development.
- Maintain a caseload and accurate electronic records.
- Participate in individual clinical supervision, appraisal sessions and team meetings.
- Participate in group work facilitation.
- Provide information about the impacts of sexual violence and signposting to specialist support services.

The Children and Young People's Independent Sexual Violence Advisor is expected to work within the ethos of WMRSASC and have high standards of practice. The need to present a professional image as well as maintaining constructive relationships with the police and other agencies is paramount.

Main Responsibilities:

1. Clients

- Make contact with all clients referred to the service within 48 hours if possible and subsequently as necessary until other support is identified or at the client's request.
- Undertake risk assessment and support needs analysis with client.
- Develop an individual support plan to address risks/support needs of client.
- In cases where the client is aged 16 and over and if the assault was Domestic Abuse (DA) related and the client is assessed as high risk, refer to Multi Agency Risk Assessment Conference (MARAC) following protocol and attend and participate in meetings, follow up on actions agreed in MARAC.
- Help clients to access services to which they are entitled, e.g. through setting up fast-track referral systems to sexual health follow-up services, making referrals to mental health services and local counselling organisations.
- Provide face to face and telephone support (non-therapeutic) to clients where appropriate.
- Help client to develop own support network.
- Explain criminal, legal and if relevant, civil remedies and housing options to clients/parents/guardians.
- Provide information and support in relation to Criminal Injuries Compensation.
- In accordance with information sharing policies, and where relevant, keep other agencies informed about important changes in client's situation.
- Consider child protection issues when engaging with clients assaulted in a domestic setting and follow child protection policies whilst keeping the needs of the child/young person paramount.
- Assess and establish competence using Fraser guidelines.

2. If a client reports to the Police

- Support client through the criminal justice system, explaining the procedures and their role and rights within the system.
- Subject to local arrangements and the views of the client, support the client in the witness statement and during the trial phase in conjunction with the Witness Service.
- Liaise with the police and Crown Prosecution Service (CPS) on behalf of the client, with the client's and/or parents' consent and adhering to confidentiality policy in relation to release of information. If local protocols can be agreed, keep the client informed about case progress on behalf of the police in line with the requirements of the Victims Code of Practice.
- To participate in case conferences with the police, CPS, prosecuting barrister and child safeguarding services.
- Inform children and young people about their right to request special measures in Court and ensure that their preferences/needs are passed on and met.

3. Administrative

- Manage an agreed client caseload, reviewed quarterly, or dependent on demand.

- Maintain and monitor records of all cases.
- Follow procedures and protocols with other services so that the safety of the client is kept central to any process.
- Note and feedback to other agencies any consistent difficulties clients are having accessing their service.
- Contribute to the development of service policies, protocols, guidelines and strategies within area of practice as necessary.
- To develop and maintain effective communication systems with key partners including the police, CPS, court service, social services, education, primary care trust (mental and sexual health), Victim Support, Witness Service, voluntary sector organisations and Children and Family Court Advisory Support Service (CAFCASS).
- To participate in team meetings and peer review.
- To provide specialist advice to other workers and agencies, including participation in delivery of training sessions.
- To be fully aware of resources available regarding interpreters, signers etc.
- To monitor and evaluate effectiveness of the service.

4. General

- Be familiar with all aspects of the work of WMRSASC.
- To have a clear understanding of the myths and facts of sexual violence, rape trauma syndrome, the long-term mental health effects of sexual violence, self-harm, suicidal feelings and attempts.
- Work flexibly as a member of the team and be responsive to changing needs.
- Be willing to undertake relevant training as required.
- Work within the policies and procedures of WMRSASC and demonstrate a commitment to the values and ethos of the centre.
- Maintain agreed levels of confidentiality.
- Undertake any other duties that fall within the nature of the role and responsibilities of the post holder.

Person Specification: Children and Young People's Independent Sexual Violence Advisor (ChISVA)

(This form indicates how the different requirements may be assessed during the selection process).

A - Application form I - Interview E – Exercise
Criteria E = Essential D= Desirable

	Criteria	Method of Assessment		
		A	I	E
Education, qualifications and training				
Good standard of education (Level 4) or equivalent experience	E	X	X	
Relevant qualification in social care, health care, children and young people, community work or education	E	X	X	
Safeguarding training and experience	E	X	X	
CAF training	D			
Good standard of English and Mathematics	E	X	X	
Group work facilitation	D	X	X	
Employment History				
Relevant previous or current employment / work experience	E	X	X	
Skills and experience				
Knowledge and understanding of the nature of sexual violence and its impact on children and young people	D	X	X	
Experience of working with survivors of sexual violence	D	X	X	
Knowledge of child protection issues and legislation including Fraser Guidelines	E	X	X	X
Experience of taking appropriate action to safeguard children from significant harm, including work with Social Services	D			
Significant experience of direct work with children and families in a family support capacity	E	X	X	
Knowledge of interventions which may be used to support children, young people and families	D	X	X	X
Experience of delivering parenting programmes	D	X	X	
Understanding of gender equality duty	D	X	X	X
Understanding of the need to maintain personal records of clients	E	X	X	
Experience of and ability to work pro-actively	E	X	X	
Good knowledge of issues around lone working	E	X	X	X
High standards of practice and presentation of work	E	X	X	X
Able to prioritise own workload and deal with competing demands	E	X	X	X
Experience of working in partnership with a range of agencies	E	X	X	X
Understanding the need for professional confidentiality and its boundaries	E	X	X	
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	E	X	X	
Strong crisis management skills, methodical and well organised	E	X	X	
Ability to work in an empathic manner, to maintain consistency and develop a rapport with service users	E	X	X	X
Proficient at using Information Technology including Windows, Microsoft Office, email, the Internet and databases	E	X		
Special requirements				
Eligible to work in the UK	E	X		
An enhanced disclosure and barring service check	E		X	
Willing to access training relating to duties	E		X	
Able to work unsociable hours and to travel as required	E		X	