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| Job Title | Children and Young Persons Advocacy Support Worker (CYPVA) (Children and Teens Support Services) – (City and County) |
| Responsible to | Survivor Advocacy Support Services Team Manager |
| Hours of Work | 37 hours per week |
| Salary | Unqualified - NJC Scale Point 17 £24,491 FTE per annum (pro rata)  Qualified - NJC Scale Point 20 £25,991 FTE per annum (pro rata) |
| Contract | Fixed Term Until March 2023 |
| Location | Juno Women’s Aid premises including co-location with statutory partners and community partnership locations. |
| Date Revised | June 2021 |

This job description may change to reflect changing requirements of the role.

Here at Juno Women’s Aid, we're looking for people who are committed to fostering innovation, someone who is non-judgmental and compassionate, someone who will dedicate their work life to helping women, children and teenager’s live life free from domestic abuse. Could that someone be you? The successful candidate will work towards meeting the requirements of this job description.

**Aims of the Position**

* A Domestic Violence and Abuse (DVA) young people’s specialist, you will work pro-actively with children and teens aged 5 – 17 years who are living with or have experienced domestic abuse. You will work alongside each child/young person ensuring an age appropriate response and liaising closely with the mother/carer/non-abusive parent and as well as school, other educational settings and appropriate agencies, to meet a range of needs.
* To provide a service that is sensitive to the needs of children and young people who face additional barriers and obstacles to reporting/accessing services as a result of their age, including those from Black, Asian, minority ethnic and refugee communities, LGBT young people, those who are disabled, learning disabilities, chronically ill and/or otherwise vulnerable and/or intimidated, and children and young people with mental health issues.

**Responsibilities and Duties**

The list below describes the main responsibilities and duties of the role but is not a finite list. You will be required to carry out any other duties commensurate with this post.

**Working with children and young people experiencing domestic violence and abuse**

* Provide bespoke interventions to individual young people that are person-centred, trauma informed and strengths-based, and based upon sound evidence of effectiveness. These can take place in a range of settings and will help young people to:
  1. improve their sense of safety and wellbeing
  2. assess the risk to the young person using the /Teen DASH risk assessment
  3. reduce the risk for victims by working effectively with the wider staff team, other professionals such as social care, the police and health professionals and by acting as the voice of the young person within appropriate safeguarding forums.
  4. identify abusive behaviours and exploitation
  5. feel empowered and able to recognise the dynamics of domestic abuse
  6. develop protective behaviours
  7. improve their self-esteem
  8. understand gender equality, and be able to challenge gender stereotypes
  9. understand their rights and responsibilities
  10. make their own decisions and choices as appropriate, in the achievement of agreed support outcomes
  11. help them to access specialist legal advice, and support from other specialist organisations as and when appropriate
* Present information both verbally and in a report to multi agency meetings and child protection conferences.
* Work closely in partnership with colleagues in local services supporting the victims of domestic abuse.
* Work closely with schools and local services to provide an integrated service as part of a local offer for all young people, including; in particular those from marginalised communities.
* Communicate effectively with parents/carers and referring agencies throughout the journey of support where appropriate, and raising parental awareness of the impact of domestic abuse on children and of ways in which parents can provide support in the home environment.
* Work in collaboration with other agencies and involved professionals where appropriate to further promote the safety and support of the young person.
* Offer specialist, person centred intervention where necessary to enable young people with additional and/or complex needs to access support.
* Participate in awareness-raising sessions, either as a single agency or with partners.
* Provide support and advice to other professionals in helping young people displaying harmful behaviour to access services, and where appropriate, provide information to them about positive and healthy relationships and the unacceptability of harmful relationship behaviour with the aim of stopping abuse and breaking the cycle of domestic and teen relationship abuse.
* Provide between 6 -12 weeks one to one support in schools and community/youth club settings.
* Carry out assessments with child/young person and family.
* Make arrangements with schools or community/youth work settings to arrange convenient time to meet the child/young person
* Complete the Teen DASH RIC form for Teen survivors that are at high risk and refer to the MARAC.
* Attend meetings around the child as necessary and produce reports, which include the effects of domestic violence on children.
* To act as an advocate for children, young people and accompany them if required to appointments including multi-agency meetings.

Work with the Service Manager and other colleagues to:

* Manage incoming referrals, responding in an effective and timely manner
* Develop and carry out appropriate assessments, support plans and reviews
* Support other team members, partners and volunteers in carrying out their duties effectively, including sharing knowledge and assisting in the induction and mentoring of new staff and volunteers
* Promote the service to all relevant local agencies and professionals
* Identify and develop creative resources for use with young people
* Work closely with other services/staff to ensure that young people have access to the full range of services provided by other agencies, where appropriate.
* Ensure the voice of the young person is heard by other involved agencies or professionals and that misconceptions or judgmental attitudes about domestic abuse are challenged at multi-agency meetings, child protection conferences and strategy meetings
* Work in collaboration with and communicate effectively with other agencies and facilitate joint working on behalf of children and young people where appropriate, including as part of an EHA, CIN or CP plan
* Provide information about the impact of domestic abuse on young people
* Encourage young people to become actively involved in the development of the service we provide and participate in any agreed consultation or involvement initiatives
* Gather feedback from young people and their parents/carers to shape future services

Safeguarding Children and Vulnerable Adults

* Ensure Juno safeguarding procedures are adhered to where a risk or concern for a child/young person’s safety and wellbeing is identified.
* Participate in the work of safeguarding children and vulnerable adults, following Juno Women’s Aid policies and procedures, and the policies and procedures of the Local Children and Adult Safeguarding Boards.
* Prepare and attend Child Protection Conferences and initial strategy meetings both as a support for clients and as a professional presenting a report dependant on circumstances.

**Contribute to the high-performance and development of your team**

* Contribute effectively to team working, team meetings and the team plans.
* Contribute to the collection of service outcomes and use clear and coherent targets and monitoring systems to provide evidence that Survivor outcomes are met.
* Ensure effective implementation of Juno’s Equality and Diversity policies and awareness and integration of an equalities and human rights agenda in all your work.
* Contribute to Survivor feedback and voice in service delivery and service development.
* Ensure service standards are maintained and all policies and procedures complied with.
* Ensure that the service is delivered in line with the service SLA and contract.
* Work with volunteers as necessary to enhance the capacity of the service. Induct and mentor volunteers recruited to support the service.
* Respond to crisis drop ins as required.
* Promote the service widely to ensure referrals are received from women across all communities.
* Undertake training and ensure your knowledge is up to date and where relevant shared with your team.

**General Duties**

* At all times protect the safety and security of Juno and service users, staff, volunteers, and all those in the work of Juno, Juno premises and the confidentiality of records and other information;
* Uphold the right of women, children and young people who have experienced domestic
* violence, advocating vigorously for them while offering protective strategies, and appropriate safe services;
* Adhere to Safeguarding Children and Adult policies, Health & Safety and Equal Opportunities;
* Adhere to the terms of relevant legislation, especially in respect of Safeguarding Children and vulnerable adults, Equality & Diversity, Employment and Health and Safety; and also keep updated of any changes or proposed changes in relevant legislation, policy and practice;
* Undertake such other duties, appropriate to the grade and character of the work, as may reasonably be expected and including relief cover on the Helpline and on-call rotas (evenings and weekends).
* Participate in staff away days
* Undertake training as agreed at supervision sessions.

**Values, Behaviours & Competencies**

* Committed to the purpose of Juno Women’s Aid, ensuring that the Survivor is at the heart of service delivery and development.
* Provide the service at times and days to meet service user needs and in line with contractual requirements.
* Feminist and committed to fostering innovation and continuous improvement in working practice.
* Flexible and open to new challenges, ideas and experiences, and able to be self-reflective.
* Committed to understanding diversity and ensuring anti-discriminatory practice is applied in all forms of our work.
* Non-judgemental with a commitment to self-care within the team.
* Collaborative, building relationships with internal and external partners.
* Non-judgemental with a commitment to self-care within the team and wider organisation.

**Other:**

1. This post is subject to completion of a six month probationary period.
2. Must be able to visit sites and work across Juno Women’s Aid sites as required.
3. Post is open to women only under the Equality Act 2010, schedule 9, part 1

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

**For Official Use only**

Agreement to Job Description by candidate accepting the job offer:

*In accepting the offer of employment by Juno Women’s Aid, I agree to work to this Job Description and understand that this may change to reflect changing requirements of this role.*

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| --- | --- |
| Name: | Signature: |
| Date: | Start date: |

**PERSON SPECIFICATION - Children and Young Persons Advocacy Support Worker (CYPVA) (Children and Teens Support Services) – (City and County)**

**Key to Table**

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| **A** | **Application areas will be used to shortlist** |
| **I** | **Tested at Interview Stage** |
| **T** | **Test** |

*When completing the application form, please use clear examples of how your experience, ability, skills/transferable skills, meet the requirements detailed in this Person Specification. Please include examples from paid or voluntary work/activities or other 'life' experiences. This information will be used as a basis for shortlisting Where you don’t meet the requirements of the post currently, please explain how you intend on doing so, for instance via training and commitment to personal development.*

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|  | | **A** | **I** | **T** |
| **Experience** | * Experience of working within the domestic abuse, violence against women and girls sector or similar field. * Knowledge of the issues facing women subjected to domestic abuse and the ability to identify women’s individual and collective needs. * Experience of risk assessment and management, safety planning and support planning. * Experience of advocacy and support work with vulnerable people. * Experience of working within safeguarding frameworks. * Experience of working in partnership with other agencies and ability to advocate within a multi-agency framework. * Experience, paid or unpaid, of working within the voluntary sector. * Experience of working with victims of domestic abuse from marginalised and minoritised communities. | x  x | X  X  x  x  x | X  x |
| **Knowledge and Understanding** | * Knowledge and understanding of domestic abuse issues and the needs of adults, young people and children affected by it * Knowledge of local community issues and opportunities for young people * Good knowledge of safeguarding children and child protection processes and practice * Understanding of the practical, emotional, social and economic issues facing women and children affected by domestic violence. * Understanding of the differing forms and impacts of domestic violence across the communities we serve. * Knowledge of housing, welfare and policy relating to domestic violence. * Sound knowledge of safeguarding for adults and children. | X  x  x  X  x | X  X  X  X  x | X  X  x  x  x |
| **Skills and Abilities** | * Good active listening skills. * An ability to manage tense situations and crisis manage. * An ability to liaise and communicate effectively (both orally and in writing) with a wide range of people including colleagues and other professionals. * Ability to work co-operatively with other professionals on behalf of service users. * IT skills – ability to use outlook, word, excel and record information on a database. * Ability to organise workload and respond to unplanned demands. * Ability to work effectively within a team. * Ability to work with minimal supervision on a day-to-day basis, within agreed schedules and guidelines. * Ability to manage own caseload, working under pressure and prioritising workload. * Excellent written and verbal communication skills. * Ability to work sensitively and in a non-judgemental manner with vulnerable clients. | x  X  x  x | x  x  x | x  x  x |
| **Education** | * Evidence of continuing professional development and relevant professional qualifications/training. * Relevant professional qualification and/or A willingness and ability to attend Safe Lives/Women’s Aid England training and successfully achieve qualification is essential. | X  x | X  x |  |
| **Personal Attributes and Circumstances** | * Understanding of and commitment to anti-discriminatory working practices. * Commitment to Women’s Aid values and ethos. * Commitment to the empowerment of women and children affected by domestic abuse. * High level of self-motivation and ability to think creatively with a ‘can do’ attitude that can inspire others. * Able to work weekends and an additional evening occasionally if required. | x  x  x | X  X  x |  |
| **General Requirements** | * An enhanced DBS and police vetting clearance is required for this role. * Full UK driving licence with access to your own vehicle which is insured for business use and available for use within your role, is essential. | x |  |  |