|  |  |
| --- | --- |
| Job Title | SASS (Survivor Advocacy Support Services) – Family Court (City and County) |
| Responsible to | Team Manager - Survivor Advocacy Support Services |
| 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 2022 |
| 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 specialist, you will work pro-actively with women, offering risk assessed, strength based, and needs led support. You will work alongside each woman, throughout her journey, agreeing individual safety support plans as well as advocating on her behalf to achieve safety and autonomy.
* To provide a proactive service to women who have been assessed at being at risk of domestic violence and abuse (intimate partner and/or familial) to improve safety and reduce re-victimisation.
* To provide a service that is sensitive to the needs of women who face additional barriers and obstacles to reporting/accessing services as a result of their age, including women from Black, Asian, minority ethnic and refugee communities, LGBT women, women who are disabled, learning disabilities, chronically ill and/or otherwise vulnerable and/or intimidated, and women 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 survivors experiencing domestic violence and abuse**

* Provide appropriate Civil Order support to victims of domestic abuse who have been assessed as being at high risk.
* Carry out and complete statements with victim/survivors referred into the service.
* Work closely with other DAPA/IDVA’s in the organisation to ensure that appropriate referrals are accepted into the service.
* Support service users through the civil justice systems.
* Work in collaboration with other agencies and ensure Orders which are granted are sent to the Police and relevant agencies for and attached to the case file.
* Provide high quality case work support to survivors of domestic violence. You will carry a varied case load, working with each woman throughout her journey, managing and prioritising cases effectively.
* Work closely with survivors, carrying out risk and needs assessments to develop and implement a structured individual safety plan, ensuring that their specific needs are recognised and accommodated.
* Coordinate the safety plan and liaise with agencies to ensure the safety plan is robust.
* Regularly review the DASH and safety plan in line with domestic abuse sector standards.
* Advocate on behalf of women with external agencies including where appropriate MARAC, courts, housing, children and adult social care, health and other voluntary and community organisations.
* Attend case review and team meetings and contribute to effective team communication.
* Work closely with other support workers in the organisation to ensure that service users with disabilities and/or additional needs have access to the full range of services provided by Juno Women’s Aid.
* Keep and maintain accurate and confidential records of all work undertaken.
* Support service users through the legal, criminal or civil justice systems, drafting orders as and when required.
* Provide practical assistance to clients on safety planning and relevant aspects of independent living, and ensure that they have access to the services that can be provided by other agencies such as housing, health and welfare support.
* Support the empowerment of service users, and assist them in recognising the dynamics of domestic violence and abuse.
* To facilitate groups and other peer support opportunities for survivors to come together and share experiences/gain support.

Safeguarding Children and Vulnerable Adults

* 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.*

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

**PERSON SPECIFICATION - SASS (Survivor Advocacy Support Services) – Family Court (City and County)**

**Key to Table**

|  |  |
| --- | --- |
| **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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **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 of the ways disability and/or additional needs can interact and diminish women’s wellbeing. * 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 |
| **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. * IDVA Safe Lives or Women’s Aid England DAPA Qualification (desirable). A willingness and ability to attend this training and successfully achieve this 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 |  |  |