

Job Description

Job title: Children's and Young Person's Independent Sexual Violence Advisor (CHISVA)

Responsible to: Sexual Violence Services Team Leader

- Liaison/ communication:**
- The post holder will work within a multi-agency setting and communicate regularly with other agencies.
 - The post holder will communicate internally with all members of the Freeva and wider UAVA teams.
 - The post holder will represent Freeva at various meetings or committees as deemed appropriate by the ISVA Team Leader, Service Manager, Chief Executive and/or the Board of Trustees

Main purposes of the post

To provide pro-active services to children and young people (aged 0 – 18**) who have been victims of sexual abuse and/or rape within and outside the criminal justice system.

Please note: this post is subject to successful Police and DBS checks.

- a) Support the ISVA Team Leader and SV Service Manager to develop and maintain a safe, professional and accessible service.
- b) Ensure that the needs of clients are being addressed and that equal access to services is provided to all clients regardless of age, class, culture, language, race, religion and sexuality
- c) Risk assess clients and help clients keep safe
- d) Help clients access their rights that they are entitled to including access to health and other services that they require
- e) Ensure that the CYP's voice/wishes/feelings are considered throughout any process.
- f) Provide support to parents/carers where appropriate
- g) Monitor and keep clients/families informed of case progress
- h) To ensure that the support is working according to internal and multi-agency best practice guidelines.

** There is an expectation that you will have a proportion of adult clients on your caseload where demand on the service requires.

Main duties

1. Client work/service delivery

- 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
- Ensure all children and young people referred to the service are contacted within 24 hours where possible, that risk assessments and support needs analysis are completed and individual service plans developed
- Ensure face to face, telephone, text and email support appropriate to need is provided to children and young people, their parents/guardians and their families, where appropriate, in a professional and supportive manner
- Ensure contact with other agencies and services is well managed and referral and communication systems are regularly reviewed and updated to ensure they are effective
- Ensure child protection issues are dealt with through engagement with children and young people assaulted in a domestic setting, and child protection policies and procedures followed, whilst keeping the needs of the child/young person paramount.
- Explain the Criminal Justice System and Witness Services to clients, in particular procedures and their role and rights within the system, including access special measures.
- Ensure positive and constructive relationships are maintained with the police and Crown Prosecution Service (CPS) to the benefit of children and young people, their parents/guardians and their families and to ensure that the requirements of the Victims Code of Practice are being met.
- Liaise with the police and CPS on behalf of the client, with the client's consent and adherence to confidentiality policy in relation to release of information. If local protocols can be agreed, keep the victim 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 and prosecuting barrister.
- Attend and make effective use of clinical supervision on a regular basis
- Work within a multi-agency setting to provide institutional advocacy for the rights of the CYP.
- Provide support and facilitate access to clients who have reported to the police, or referred to the service by a SARC, hospital or other organisation, if possible, within 24 hours of initial attendance for forensic examination or support, and subsequently as necessary until other support is identified or at the client's request.
- If the client is assessed as high risk, refer on to MARAC/Children Services following locally agreed protocols and attend and participate in meetings and follow-up on actions agreed in meetings.
- Helping clients to access services to which they are entitled.
- To keep an up to date information knowledge base about appropriate and useful services to support clients who have a range of complex support needs. Liaising with team manager in developing referral routes and pathways as necessary.
- Help clients to develop their own support network and access appropriate therapeutic interventions
- Explaining criminal sanctions, and if relevant, civil remedies and housing options to clients.
- Providing information and support in relation to Criminal Injuries Compensation.
- Where relevant (e.g. domestic violence cases), keep other agencies informed about important changes in client's situation.
- Act in accordance with local policies to protect vulnerable adults.

2. Administrative

- Ensure that records are kept for all clients in line with best practice and the requirements of relevant statutory agencies records, including using OASIS case management system to report all support activity and monitoring information as required
- Produce monthly statistical and evaluative reports for the Service Manager to monitor the effectiveness of the service and in line with the requirements of funding bodies
- Evaluate the impact of the support on increased reporting and repeat victimization on a regular basis, using a variety of methods (as advised)

- Note and feed back to other agencies any consistent difficulties clients are having in accessing their service and refer difficult cases as appropriate to manager and contribute to efforts to improve procedures and services
- Contribute to the development of service policies, protocols, guidelines and strategies within area of practice as necessary

3. Partnership working

- To develop and maintain effective professional working relationships and communication systems with key partners and stakeholders including the SARCs, Police, CPS, Court service, Social Services, Education, Primary Care Trust (mental and sexual health) Victim Support, Witness Service, youth services and voluntary sector organisations
- Ensure representation at Child Protection Conferences where appropriate
- Attend external meetings, seminars and conferences as appropriate on behalf of the organisation and feedback relevant issues
- Note and feed back to other agencies any consistent difficulties clients are having in accessing their service and refer difficult cases as appropriate to manager and contribute to efforts to improve procedures and services

4. Education and Awareness Raising

- Support the development of marketing and publicity campaigns to promote the service
- Support the delivery of educational and awareness raising activities for children and young people to ensure they understand the difference between healthy/unhealthy emotional and sexual behaviour and relationships, think about their own behaviours and make positive changes in their own relationships and think about how they may be vulnerable to CSE
- Develop materials for CYP on the dangers posed by new technologies, social media and the internet and how to stay safe online
- Ensure the website is updated with current and age appropriate materials as a reference and source of information, advice and guidance for children, young people, their parents/guardians, families and the public
- Develop comprehensive information, advice and guidance about the law and the support and help available for the victims of SV aimed at children and young people
- Deliver briefings and provide information, advice and guidance to partner agencies
- Work with partner agencies to ensure that the children receive appropriate encouragement and support to desist from risky behaviours
- To provide specialist advice to other workers and agencies, including participation in delivery of generic and specialist training sessions

5. General

- To work closely with all other staff within the sexual violence services and other Freeva services.
- To attend regular line management, clinical supervision and participate in team meetings and peer review
- Work flexibly as a member of the team and be responsive to changing needs
- Be committed to personal and professional development and undertake relevant training as appropriate.
- Work within the policies and procedures of Freeva and demonstrate a commitment to the values and ethos of the organisation.
- Maintain agreed levels of confidentiality
- Undertake any other duties that fall within the nature of the role and responsibilities of the post holder
- To support, promote and work in accordance with Freeva's aims and objectives
- To undertake any other duties as may be required by the Board of Trustees from time to time, but which will be consistent with the role.

Person Specification

Area	Criteria	Criteria Assessed
<p>Qualifications</p>	<p>Essential A degree or recognised professional qualification in a related field (or alternatively a minimum of 3 years experience of working within the sexual violence or related field). Experience of working with children and young people</p> <p>Desirable Accredited ISVA & CHISVA training</p>	<p>Application / Interview</p>
<p>Work Experience / Knowledge</p>	<p>Essential</p> <ul style="list-style-type: none"> • An understanding of the dynamics of sexual violence, including knowledge of the impact of sexual violence on children and young people and of current legislation and good practice. • Understanding of associated support needs of victims who have experienced sexual violence • A minimum of two-year work experience in the field of working with victims of sexual violence. • Understanding of safeguarding protocols including child protection issues and legal responsibilities. • Experience of taking appropriate action to safeguard children, including working with social services. • Significant experience of direct work with children and families in family support capacity. • Experience of delivering educational programmes, training and awareness raising • Experience of monitoring and evaluation • Understanding of the Criminal and Civil Justice System and the agencies involved • Experience of working within multi-agency networks and settings <p>Desirable</p> <ul style="list-style-type: none"> • Understanding of the Victims Code of Practice • Knowledge of Multi Agency Risk Assessment Conferences (MARAC). • Experience of working within drugs, alcohol, mental health and immigration issues. 	<p>Application / Interview</p>

<p>Personal Attributes</p>	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrable crisis management skills and proven case management skills • Empathetic for victims of sexual violence and a desire to work alongside them to assist in their recovery • Motivated and enthusiastic; and proven ability to work in a busy and challenging environment • Excellent interpersonal skills, including listening and communication abilities to support distressed service users, both over the phone and face to face. • Excellent written and verbal communication skills, with the ability to present clear well-structured professional reports and case notes • Ability to operate a high degree of confidentiality and accountability • Ability to work to tight deadlines and to take responsibility for meeting agreed targets • Ability to work in partnership and as part of a team towards a common objective, • Ability to work on own initiative, be proactive and able to take responsibility for actions. • Ability to demonstrate commitment to multi-agency partnership working work • Commitment to continuing professional development. • Ability to self evaluate and reflect on practice • Ability to recognise discrimination and anti-oppressive practices, in its various forms, and to take appropriate action. • Demonstrable understanding of diversity, equal opportunity and gender equality issues • Ability to resolve conflict with/between service users, colleagues and other agencies. • Ability to maintain personal and professional boundaries. • Willingness to undertake training. • Willingness to accommodate occasional unsociable hours (evenings and weekends). • Commitment to the aims and work of the Freeva <p>Desirable</p> <ul style="list-style-type: none"> • Multilingual/Language Skills 	<p>Application / Interview</p>
<p>IT skills</p>	<p>Essential</p> <ul style="list-style-type: none"> • Computer literate, including Microsoft office competent <p>Desirable</p> <ul style="list-style-type: none"> • Working knowledge of OASIS case management system 	<p>Application</p>