



## **JOB DESCRIPTION**

**JOB TITLE:** Children and Young Person Independent Sexual Violence Advisor (ISVA)

**HOURS:** Full Time – 37 hours per week

**LOCATION:** South Wales – Cwm Taf Region

### **PURPOSE OF THE POST:**

ISVAs are survivor-focused advocates, who support survivors of recent and non-recent rape and sexual abuse to enable them to access the services they need in the aftermath of the abuse they have experienced. An ISVA provides individual support and this will vary from client to client. ISVAs support victims to help them overcome the abuse they have suffered and to rebuild their lives. This service also includes supporting the victim to seek justice through the judicial system, should they wish. The ISVA team contribute to the efficient day to day running of the Sexual Assault Referral Centre (SARC) and to support children and young people who have been affected by rape or sexual abuse. Help reduce the impact of sexual violence for individuals, and their families, through early intervention and ongoing support.

### **MAIN TASKS AND DUTIES:**

- To be responsible for managing own case load and updating Line Manager, as appropriate.
- Maintain a first contact response to client within 5 working days of referral.
- Provide face to face and telephone, practical and emotional, support to clients and their Families or Carers where appropriate.
- To carry out a prompt, and ongoing, risk and needs assessment using the SAS tool to develop individual service plans to address the risk/needs of the client their Families/ Carers.
- To accurately record information on client databases and case management systems.
- Support the client and their Family/Carer through the criminal justice system, if that is what they wish, explaining the procedures and professionals' roles and their rights within

the system, liaising with the police and the crown prosecution service (CPS) and all other associated professionals up to and including attending trial with them and supporting their needs afterwards.

- Advocate for special measures and attend pre-trial visits and CPS meetings as required.
- To identify and respond, as appropriate, to issues relating to safeguarding, child protection and Protection of Vulnerable Adults (POVA).
- To complete SERAF and DASH risk assessments when required.
- To attend local Multi Agency Meetings as appropriate.
- To make appropriate referrals for follow-up care. This includes fast track referrals to sexual health services, mental health services, housing and any others identified in the clients care plan.
- To prepare for, and attend, regular meetings as required, including team meetings
- To work within a multi-agency framework, representing the needs of clients and promoting New Pathways as appropriate.
- Keep other agencies informed about important changes in client's situation if appropriate
- To plan and prepare for regular management supervision meetings, including clinical supervision
- To ensure an effective system of communication exists between New Pathways' management, clients, staff, volunteers and other agencies.
- Provide specialist advice to other workers and agencies, including participation in the delivery of awareness and training sessions.
- Ability to manage own time and work effectively and safely on own initiative, including when under pressures of workload and / or time
- Undertake the Crisis Worker training and undertake the Crisis Worker role, being on call during normal working hours to cover when there is no daytime crisis worker cover such as holidays.
- To complete all necessary paperwork and maintaining records as required.
- To order stationery and other supplies for the SARC.
- To ensure appropriate and effective promotion of the services of the SARC.
- To participate in audit and research, as required, and contribute to quality improvement initiatives, policy review and practice development.
- 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.
- To undertake any relevant training as required by New Pathways.
- To undertake any other tasks not outlined in this job description but which will assist the aims and objectives of New Pathways' Sexual Assault Referral Centre.



## PERSON SPECIFICATION

### CHILDREN AND YOUNG PERSONS INDEPENDENT SEXUAL VIOLENCE ADVOCATE.

Essential	Desirable	Specification	Assessed on application form	Assessed at interview
		<b>Experience</b>		
✓		Good knowledge and understanding of SARC services or experience of working in a SARC or related area of work	✓	✓
	✓	Proven relevant experience in working with Children/ Young People who have experienced rape and sexual abuse in a professional work environment, preferably in a facilitative/advocate role.	✓	✓
✓		Experience of client face to face and telephone support work, excellent communication skills.	✓	✓
✓		Experience of conducting needs assessments and risk assessments	✓	✓
✓		Good knowledge of safeguarding and Child Protection procedures	✓	✓
	✓	Experience of working in the health and social care sector	✓	✓
✓		Previous experience of working in a multi-agency setting	✓	✓
✓		Experience of working with IT programmes such as Microsoft Word & Excel	✓	
		<b>Knowledge and Skills</b>		

	✓	A recognised qualification in a relevant area of work, e.g. National ISVA/IDVA qualifications	✓	✓
✓		Degree or equivalent professional qualification or experience.	✓	
	✓	Awareness and understanding of counselling and trauma-related issues.	✓	✓
	✓	Knowledge and understanding of work within the sexual violence sector,.	✓	✓
✓		Excellent interpersonal and communication skills	✓	✓
✓		Always act in a dignified and responsible manner with service users, colleagues, and other professionals, using appropriate language and communication skills, which acknowledge barriers to understanding, cultural differences and diversity.	✓	✓
✓		Be able to maintain strict confidentiality of complex and sensitive client information always.	✓	✓
✓		Ability to work on own initiative and adjusting own workload in response to prevailing circumstances.	✓	
✓		Organise own time and prioritise service user care in accordance with need.	✓	✓
✓		Ability to plan and work under pressure	✓	✓
✓		Being flexible in approach and able to adapt ways in which to work	✓	✓
✓		Ability to produce written and verbal reports	✓	
✓		A commitment to ongoing training, personal development and participation in Supervision	✓	✓
✓		Presentation skills	✓	
	✓	Welsh speaking	✓	
	✓	Able and willing to travel	✓	
		<b>Qualities</b>		
✓		Have a warm and empathic disposition		✓
✓		Be able to form and maintain good working relationships with colleagues and partner agencies.	✓	

✓		Resilient with the ability to thrive in a busy environment	✓	✓
✓		Enthusiastic, positive approach and outlook with the ability to accept and learn from constructive feedback	✓	✓
✓		Flexible approach and adaptable to change	✓	✓
✓		An ability to demonstrate a non-judgemental attitude	✓	✓
✓		A willingness to work outside office hours when necessary	✓	✓
✓		Commitment to equal opportunities and anti-discriminatory practice and an ability to demonstrate a non-judgmental attitude.	✓	✓