Independent Sexual Violence Adviser
Role Description

Salary: NJC Scale 6 SCP 26-28 (£22,001 – £23,708)
Trainee Scale 5 SCP 22-25 (£19,621-£21,519)

Responsible to: ISVA Service Manager
Location: Hull and East Riding
Caseload: 80-100 per annum

Core Function
The role of Independent Sexual Violence Adviser (ISVA) is to address the safety and support needs of victims of sexual violence and abuse. They work in partnership with Criminal and Civil Justice agencies, health services, the voluntary sector and Victim and Witness Services in providing support and a single point of contact to both victims who access the criminal justice process and those who do not. The ISVA will undertake needs and risk assessments with service users, creating and implementing comprehensive safety and support packages. ISVAs manage demanding caseloads of up to 40 cases at any one time, some requiring intensive support and intervention, others requiring minimal telephone support.

For all clients
- Contact all clients within 24 hours of referral, undertaking initial safety assessments and arranging follow up appointments.
- Undertake risk assessment and support needs analysis with client.
- Develop individual service plan to address risks/support needs of client.
- Help clients to access services to which they are entitled.
- Provide face to face and telephone support (non therapeutic) to clients and their supporters where appropriate.
- Help client develop own support network.
- Explain criminal legal, and if relevant, civil remedies and housing options to clients.
- Provide information in relation to Criminal Injuries Compensation.
- Where relevant (e.g. DA cases), 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.
- Ensure all statutory and non-statutory safeguarding referrals are made; eg. MARAC, Child Protection.

Criminal Investigations
- 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 Witness Services.
- Liaise with the Police and CPS on behalf of the client, with the client’s consent and adhering 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.
- To support clients to access special measures.
General

- Manage a caseload
- Maintain and monitor records of all cases
- Follow procedures and protocols with other services so that the safety of the clients is kept central to any process
- Note and feed back 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, 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 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 be fully aware of resources available regarding interpreters, signers, etc
- To undertake all other duties as commensurate with the level of this post.

The post holder will be co-located within a partner agency in Hull.

Essential Criteria

- Experience of working in a demanding, busy, customer focussed environment
- Ability to work under pressure
- Knowledge and understanding of MS Office Applications and confidence with IT and mobile communications
- Ability to communicate effectively at all levels
- Compassion
- Non-Judgemental approach
- Excellent literacy and written communication skills
- Confidence
- Strong listening skills
- Flexibility
- A commitment to equality
- A good attendance record
- Able to deliver presentations and speak in public
- Able to cope with conflict and distress
- Demonstrable commitment to accountability
- Self-Motivated and able to work on own initiative
- Self-awareness of personal capability and limitations
- Able to represent the organisation positively through personal behaviour and conduct
- Quick learner with a pro-active learning style

References will be sought on behalf of the successful applicant and DBS check and Police Vetting will be required.