

The Blue Door

Job Description, Person Specification

Job Description	
Department:	Sexual Violence Service
Post Title:	Children & Young Persons ISVA (Independent Sexual Violence Advisor)
Level/Salary Range	The Blue Door Scale 5 £25,584 to £27,269
Posts Responsible to:	Sexual Violence Services Manager SV Operational Supervisors
Posts Responsible for:	None
<p>Job Purpose:</p> <p>A child and young person's ISVA will have specialist skills in supporting children and young people who have been affected by sexual abuse/trauma. When children and young people disclose sexual abuse they often say they feel confused and worried about what is going to happen next. The ISVA aims to work alongside children, young people and their families/carer to support and advise them. ISVAs work with survivors and other agencies and monitor the care pathway ensuring link a between the criminal justice system, statutory safeguarding and child protection processes and the victim and their families acting as an independent advocate throughout.</p> <p>To provide a high-quality frontline service to victims of sexual abuse.</p> <p>To provide a pro-active service to victims of Sexual Violence and Abuse to keep them safe. The work is distinct in that it assesses the risk a client is in and delivers a service appropriate to the level of risk, offering a premium service to those at high risk.</p> <p>You will co-ordinate a multi-agency response that aims to reduce and manage the risk identified. The work relies on the voluntary engagement of the client and therefore you will need to be confident in your abilities to build professional relationships with them, based on trust in order to successfully support them.</p> <p>You will have proven experience of working with young people, and have a successful track record of working effectively with a range of external organisations and professionals.</p> <p>You will lead by example, positively improving professional responses and creating a culture of communication and engagement. You will maintain high professional standards at all times, whilst ensuring measurable positive outcomes are achieved for the client group.</p> <p>This role is based within the Sexual Violence Services Team based at the <i>(to be confirmed at job offer)</i> office or colocation. Full time at 37.5 hours per week.</p> <p>References will be sought on behalf of the successful applicant and DBS check/Police Vetting will be required.</p> <p>The post holder must complete recognised ISVA Training to be deemed as qualified and will be considered a trainee until that point. The postholder will be expected to work within the National Occupation Standards for supporting young victims and witnesses.</p>	

Key Accountabilities/Primary Responsibilities:

- Provide a pro-active service and advice to victims of sexual violence, abuse and child sexual exploitation to keep them safe
- Provide and ensure that there is a consistent delivery of services to survivors, including risk assessment, safety planning, referrals to other agencies and MARACs by monitoring work across the team, keeping the safety of victims of rape and sexual abuse central to all processes, prioritising those most at risk.
- Manage a caseload.
- Be creative in ways of contacting the service user and engaging them with the support.
- 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 housing, civil and criminal legal options to the young person/parents and carers and empower them to make their own choices
- Work pro-actively within the multi-agency teams safeguarding victims of child sexual exploitation
- Attend MACE (Missing and Child Exploitation) meetings, respond promptly to actions and advocate for the young person at all times
- 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.
- You must have extensive experience of planning and delivering caseloads, with strong crisis management skills and an understanding of the needs of victims experiencing sexual abuse.
- Ensure that risk assessment and risk management procedures are followed at all times, prioritising those most at risk, making any suggestions to improve and ensure a SMART response to the process.
- Refer on and arrange meetings with other agencies/services as necessary, e.g. solicitors, benefits agency etc
- Ensure that clients receive the appropriate services and responses to which they are entitled
- Communicate engagement and update progress to relevant professionals.
- Work to ensure the ISVA role is central to multi-agency work and responses to sexual abuse across the geographical area
- 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.
- 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.
- Work within the co-ordinated community response to rape and sexual abuse
- Attend multi-agency meetings, acting as lead professional where appropriate
- Ensure timely and appropriate responses to communication and requests for information
- Act within Local and Organisational Safeguarding Arrangements and ensure safeguarding information is shared in a time sensitive manner
- Follow partner agency procedures and protocols in relation to referrals and information sharing
- Work within the organisations policies and procedures at all times.
- Act within Local and Organisational Safeguarding Arrangements and ensure safeguarding information is shared in a time sensitive manner.
- Represent the service at operational multi-agency meetings, feeding back initiatives and outcomes to the team and contribute to the evaluation of the quality of activities these services offer.
- Work in partnership with statutory and voluntary agencies to tackle the issue of sexual abuse.
- Follow partner agency procedures and protocols in relation to referrals and information sharing.
- Contribute positively to wider organisational initiatives.
- To maintain thorough, confidential, accurate and up to date records of work undertaken and outcomes achieved at all times.
- Maintain effective monitoring and evaluation systems and databases which assess intake, output, performance and effectiveness of the service.
- Develop and maintain links with other agencies.
- To participate in learning and development events.
- Remain up-to-date and compliant with all relevant legislation connected to your work, including organisational procedures, policies and professional codes of conduct and the Home office guidance on supporting victims/survivors of Sexual Violence, in order to uphold standards of best practice.
- Support the other members of the team in attending operational groups and meetings when requested.
- Work with your team to develop and deliver training and awareness raising sessions.
- Any other tasks which and commensurate with the aims and level of this post.

Group Work

- Assist the Service Manager with the design, implementation and delivery of professionals and parents/carers training delivery plan and development of young persons and/or parents and carers Support Group.
- Promote and raise awareness of young persons group programmes by designing and distributing publicity materials, ensuring professionals are aware of the groups and how to refer

The ISVA must work towards completing Lime Culture or Survivors ISVA Training to be recognised as qualified

Person Specification			
Criteria	Essential	Desirable	How to be assessed
Qualifications, Knowledge and Experience:	<p>Educated to Level 3 & above or recognised professional qualifications and significant experience</p> <p>Experience of working with young individuals</p> <p>Experience of providing emotional and practical support to people seeking support/advice</p> <p>Experience of working in a multi agency/ partnership approach</p> <p>Understanding of the complexities and dynamics of sexual abuse</p> <p>An understanding of safeguarding and child protection issues, and the legal responsibilities surrounding these issues</p>	<p>Experience of working with individuals in high-risk circumstances</p> <p>Lime Culture or equivalent qualification as ISVA</p> <p>Able to motivate individuals and agencies to move through courses of action and decision making processes</p> <p>Experience of working with young individuals within a sexual abuse setting</p>	<p>Application Form</p> <p>Group Interview</p> <p>Interview questions and scenarios</p> <p>Certificates</p>
Planning and Organising:	<p>Be highly organised with excellent administrative skills</p> <p>Be highly proficient in Word, Outlook and Excel</p> <p>Experience of working in a demanding and busy environment</p>	<p>Experience of using databases</p>	<p>Basic Skill test prior to interview</p> <p>Interview skills</p>
Problem Solving and Initiative:	<p>Ability to work independently but ensure 'joined up' approach when necessary</p> <p>Ability to prioritise and work accurately with attention to detail</p> <p>Ability to demonstrate sound judgement in crisis situations</p> <p>Ability to identify risks, anticipate issues, create solutions and resolve problems in relation to service delivery</p>		<p>Group interview</p> <p>Interview questions and scenarios</p>

Management and Teamwork:	<p>Be able to build effective working relationships and work well as part of a busy team Evidence of working in a busy high pressured environment and/or high caseloads A methodical and well-organised approach to workload and an ability to work with minimal supervision and to take initiative</p>	Evidence of high level caseload etc	Interview questions and scenarios
Communicating and Influencing:	<p>Communication Skills, particularly in drafting correspondence, preparing reports for case conference or similar, formal letters and responding to queries Understand and respect the sensitivity of HR Information and employee records and ensure confidentiality of all written and verbal communications Ability to communicate The Blue Door's philosophical principles</p>	Experience of presenting information relating to complex and sensitive issues to wide range of audiences.	Basic skills test prior to interview Group interview Interview questions and scenario
Other Skills and Behaviours:	<p>Attention to detail Ability to follow instructions Safeguarding environment Excellent interpersonal skills including the ability to establish appropriate boundaries and maintain professional distance with staff and clients Demonstrable ability to provide a high level of professionalism and commitment to service delivery Understand and be committed to equal opportunities and diversity in policy and practice Flexible approach to the demands of the role</p>	Ability to deliver and present training and awareness raising sessions	Interview questions Group interview