

SURVIVE SUPPORT PRACTITIONER

JOB DESCRIPTION

Job Title	Survive Support Practitioner
Salary:	Salary Scale: £25,450 - £28,098 per annum pro rata (Actual Salary £15,476 - £17,087 per annum) (Salary will be set dependent upon qualifications and experience)
Hours:	22.5 hours per week 12 months fixed contract
Based:	SWA Women's Centre, Stafford
Responsible to:	Team Leader, Service Manager and CEO
Job Purpose	<p>To provide a high quality, victim/survivor-focused and trauma informed support service to those who have been subjected to sexual assault and abuse, and/or sexual coercion in Staffordshire and Stoke on Trent.</p> <p>You will support and work closely with Team Leaders, Independent Sexual Violence Advisors (ISVAs), Children's Independent Sexual Violence Advisors (ChISVAs) and the Family Support Practitioner to help victims cope and recover from their experiences.</p> <p>You will work closely with partner agencies including the Police, Victim Gateway, Sexual Assault Referral Centre (SARC), Crown Prosecution Service (CPS), Witness Care, Sexual Health and NHS services as well as voluntary sector organisations, to ensure service users access the most appropriate forms of support.</p> <p>You will have experience and understanding of the traumatic effects and impacts of sexual violence, sexual abuse and assault, sexual exploitation and sexual coercion, and understanding of criminal justice processes.</p>

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

JOB DETAILS

Core Requirements:

- To work as a committed member of the Staffordshire Women's Aid team.
- To support the aims, values and working principles of Staffordshire Women's Aid, and to work in alignment with Staffordshire Women's Aid's Policies and Procedures.
- To take all possible steps to ensure the safety and confidentiality of service users, staff, volunteers, and management of Staffordshire Women's Aid.

Specific Duties:

- To work as part of the Staffordshire Survive team, assisting the Independent Sexual Violence Advisors (ISVAs), CHISVAs (Children's Independent Violence Advisors) and the Family Support Practitioner in delivering the Survive Sexual Assault and Abuse Service in accordance with Staffordshire Survive and Staffordshire Women's Aid policies and ethos.
- To provide one to one emotional and practical support to those who have been affected by sexual abuse/assault, to assess safety issues and support needs.
- To accurately update and maintain necessary case files and records, including processing and reporting monitoring information as required.
- To work in partnership with service users to access a range of relevant agencies, making timely referrals to ensure survivors can access the services they need.
- To assist survivors in understanding and accessing their legal and other rights, and help them make informed choices about the options open to them.
- To support ISVAs, CHISVAs, Family Support Practitioner and service users to work alongside partners across the criminal justice system, prioritising the survivor's views and welfare throughout.
- To support Staffordshire Survive with maintaining contact with service users who are awaiting services, such as group work and counselling.
- To support with the delivery of Staffordshire Survive group work activities aimed to empower and support survivors of sexual abuse/assault.
- To support with delivering talks and presentations to local agencies and community groups aimed to raise awareness of and improve responses in relation to sexual abuse/assault.
- Work within Data Protection, GDPR and confidentiality legislation whilst working within multi-agency working protocols.

- Consider child and adult safeguarding issues when engaging with all service users and follow relevant safeguarding legislation, policies and procedures.
- Attend individual supervision sessions, and team meetings as directed.
- To have an understanding of the myths and facts of sexual abuse, trauma, and the long-term mental health effects of sexual abuse.
- To carry out any other task that might be required in the interest of the effective running of Staffordshire Survive.
- To attend training as required, completing our induction procedure and on-going as necessary.
- To do occasional Helpline shifts during office hours, as required.

General Responsibilities:

- To share responsibility for covering the Help Line during office hours as required, making sure there is cover throughout the day when needed.
- Work flexibly to allow us to offer the best service possible to service users, this will involve working some evening/ weekend sessions.
- Attend team and service meetings as required and collaborate with colleagues in achieving team and organisational objectives.
- Maintain an awareness of issues/current legislation related to VAWG attending relevant training/ conferences / workshops in line with identified professional objectives.

Variation Clause

Staffordshire Women's Aid reserves the right, following consultation with the member of staff, to vary, add or alter any of the terms and conditions of employment attached to this post.

This job description will be reviewed annually and may need to be revised according to the priorities of current workload with the agreement of the Board of Trustees and the CEO.

The performance of the post holder will be monitored through regular supervision by the line manager and reviewed at each annual appraisal.

It is in the nature of the work of Staffordshire Women's Aid that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in their job description are undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and will normally be compatible with the regular type of work.



Please be aware that you will be required to undertake a DBS check, and may be required to undertake additional security checks to work in some settings.

A full driving licence and access to a vehicle are essential requirements of the post.

General Information and Conditions of Service

- 5 weeks holiday (pro rata) per year, plus statutory holidays.
- Staffordshire Women's Aid contributes a sum equivalent to 3% of the annual salary to the company pension scheme following successful completion of 3 months probationary period, and subject to staff contribution as part of auto-enrolment.
- Overtime is unpaid; time of in lieu is to be taken in consultation with line manager.

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PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> GCSE English and Maths 	<ul style="list-style-type: none"> Trauma informed training Safeguarding training Domestic Abuse training Sexual Abuse training
Experience	<ul style="list-style-type: none"> Experience working with a range of statutory, non-statutory and voluntary agencies 	<ul style="list-style-type: none"> Experience working with Staffordshire Women's Aid Experience working within the Violence against Women and Girls sector Experience of working with survivors of Sexual abuse and assault
Knowledge and Understanding	<ul style="list-style-type: none"> Knowledge and understanding of the nature of sexual abuse and assault Knowledge of and agreement with the vision, mission, aims and values of Staffordshire Women's Aid Non- judgemental attitude Knowledge of adult and child safeguarding issues and best practice Understand of the need and ability to maintain professional notes and records of your interactions and interventions with service users Understanding the need for professional boundaries and confidentiality and boundaries, in relation to service delivery, legal, ethical and safeguarding issues 	<ul style="list-style-type: none"> An understanding of the need for accurate monitoring Knowledge and understanding of issues around substance misuse Knowledge and understanding of issues around mental health Knowledge of the criminal justice process in the context of sexual offences Knowledge of the Victim's Code of Practice
Skills	<ul style="list-style-type: none"> The ability to identify and manage work related stressful situations whilst always accessing appropriate support The ability to work under pressure, and sometimes in stressful situations The ability to assess support needs and risks The ability to work independently and part of a team 	<ul style="list-style-type: none"> Negotiation, training and presentation skills

	<ul style="list-style-type: none"> • Good communication skills • Good literacy and numeracy skills • Good IT and email skills 	
Other	<ul style="list-style-type: none"> • A full clean driving licence and use of a car with appropriate insurance cover · • May be required to work unsocial hours and occasional weekends · • Sense of humour · • Must be prepared to carry out any duties that help Staffordshire Survive and Staffordshire Women's Aid to deliver a compassionate and professional service 	