

JOB DESCRIPTION

Job purpose

The purpose of this post is to provide advice, advocacy, support and services to children, young people and families who have experienced domestic abuse in accordance with the aims and objectives of the service and Fife Women's Aid.

Reporting to Team Senior

Key responsibilities

1. To undertake assessment, risk assessment, support planning, review and evaluation with children, young people and their families.
2. To work with children, young people and their families, on a one to one and group basis, using a range of creative and innovative interventions, to identify need and achieve positive outcomes.
3. To work in partnership with mothers/carers to empower them and enable them to achieve better outcomes for their children.
4. To support mothers/carers to develop parenting skills and self-esteem and confidence as well as build knowledge about the effects of trauma to support family recovery from domestic abuse.
5. To work with children and young people of different ages, stages and needs, including those with complex needs.
6. To support children and young people to develop communication skills, self-esteem and self-confidence as well as learn about the effects of trauma to support recovery from domestic abuse.
7. To provide a flexible service delivered at the time required by families.
8. To ensure that safeguarding, child protection and adult protection policies and procedures are followed at all times, and that protection issues are dealt with timeously and appropriately including records being kept up-to-date.
9. To be responsible for case note recording and maintaining of service information, ensuring administrative tasks are completed within timescales.

10. To prepare reports for child protection conferences, children's hearings, court proceedings, LAAC reviews, wellbeing meetings and other relevant forums as required.
11. To assist with refuge admission, supporting women and children moving into refuge and providing support during their stay as well as further to moving into their own home.
12. To provide cover for FWA 24 hour support line for children and young people as well as support for FWA support line for women as required.
13. To work collaboratively with others to provide an integrated and effective service for children, young people and families.
14. To promote, monitor and maintain health, safety and security in the working environment.
15. To maintain up-to-date knowledge on legislation, policy, local and national developments affecting children, young people and women who have experienced domestic abuse.
16. To work within FWA policies and procedures as well as standards required by legislation, policy, funders and registered bodies, ensuring Health and Social Care Standards and SSSC requirements are met at all times.
17. To participate in service user involvement activities as well as service planning and development.
18. To contribute to service and organisational objectives.
19. To promote equality and anti-discriminatory practice.
20. To show commitment to ongoing personal development.
21. To perform other duties as reasonably required by the Team Seniors, Operational Lead or CEO.

PERSON SPECIFICATION

Qualifications, training and relevant experience	Essential	Desirable
SVQ Social Services (Children and Young People) SCQF Level 7 or equivalent qualification in relevant subject OR equivalent experience and willingness to work towards qualification, preferably with at least one years' experience working in an environment requiring similar knowledge and skills.	E	
The post holder must become registered by SSSC.	E	
Competencies	Essential	Desirable
Knowledge of children, young people and women's experience of domestic abuse		D
Knowledge of child and adult protection	E	
Understanding of trauma informed approaches	E	
Good listening skills, written and verbal communication ability and direct support skills	E	
Evidence of ability to deal with the varying and complex needs of children and young people	E	
Good organisational & IT skills appropriate to level and type of job	E	
Ability to prioritise, work on own initiative and within a team to achieve objectives	E	
Personal qualities	Essential	Desirable
Demonstrate a positive, person-focused and team-working approach to practice	E	
Special requirements	Essential	Desirable
Commitment to equal opportunities and anti-discriminatory practice	E	
Able to work flexibly and to do evening and weekend work	E	
Ability to cover 24 hour support line if required	E	
Ability to travel within and out with Fife - full driving licence and access to own transport with business user motor insurance or otherwise able to travel, to collect and transport service users	E	
Membership of PVG Scheme required	E	

Note: this job profile is intended as an outline of the responsibilities and qualities required for the post, and does not form part of terms and conditions of employment.

Organisational culture

Fife Women's Aid is committed to providing a high standard of service to its service users and other stakeholders. The postholder must practice from a trauma informed approach as well as subscribe to the feminist analysis of domestic abuse, and share a commitment to achieving the aims and objectives of Fife Women's Aid.

These posts are open to women only (Equality Act 2010 Work Occupational Requirement Exception, Schedule 9 Paragraph 1). Fife Women's Aid welcomes applications from women from all sectors of the community