



## EDINBURGH WOMEN'S AID

### Job Description

<b>Job Title:</b>	EDDACS Apprentice
<b>Hours:</b>	35 Hours Per Week (Office Based 2/3 Days Per Week)
<b>Salary:</b>	£ 19,838.00
<b>Responsible To:</b>	Operational Manager
<b>Contract:</b>	18 Months Fixed Contract
<b>Holiday Entitlement:</b>	26 Days Annual Leave Plus 10 Public Holidays Pro Rata

*Because this post involves contact with vulnerable adults and children the post holder will be subject to a PVG check with Disclosure Scotland.*

#### **Overview**

Edinburgh Woman's Aid (EDDACS) provide support and advocacy for female victims of domestic abuse crimes which are going through the court system. The EDDACS team support clients by explaining the court process, the potential outcomes from the court and by completing risk assessment and an individualized support & safety plan with the client. EDDACS will prepare a report for all hearings to inform the court of risk and will keep clients informed of the court progress and outcomes. The EDDACS Apprentice will be based within the EDDACS service.

#### **Learning and Development**

Undertake an SVQ 3 Health and Social Care

Develop skills and experience in:

- Risk assessment and safety planning
- Support work skills
- Monitoring and evaluation
- Key employability skills (communication, IT etc)
- Opportunities to shadow and experience a wide range of services within EWA including refuge support, employability and women's support services

In addition to the SVQ EWA will provide training in:

- Dynamics of Domestic Abuse
- Children's Experiences of Domestic Abuse
- Risk Assessment and Safety Planning
- Child protection
- Adult protection
- Specific internal training relating to database systems and email systems.

### **Main Duties**

- Identify and assess the risks and needs of domestic abuse victims using an evidence-based risk identification checklist.
- To provide information, support and referrals as detailed in the EDDACS procedures and work with victims of domestic abuse to help them access services to keep them, and their children safe.
- Advocate for victims with agencies who can help to address the domestic abuse by:
  - I. Understanding the role of all relevant statutory and non-statutory services available to domestic abuse victims and how your role fits into them.
  - II. Providing advocacy, emotional and practical support and information to victims including in relation to legal options, housing, health and finance with support from mentor
- Co-manage a case load ensuring each client receives the appropriate service individual to their needs.
- Support the empowerment of the client and assist them in recognising the features and dynamics of domestic abuse present in their situation, and help them regain control of their lives.
- Help maintain accurate and confidential case management records and databases and contribute to monitoring information for the service.
- Carry out monitoring and evaluation activities, and service user voice engagement.
- Comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work.
- Respect and value the diversity of the community in which the services work, and recognise the needs and concerns of a diverse range of survivors ensuring the service is accessible to all.

## **Person Specification**

### **Essential requirements**

- Interest in developing an understanding of domestic abuse including the impact of domestic abuse on victims and their children.
- Ability to develop theoretical, practical and procedural knowledge of civil and criminal justice remedies for victims of domestic abuse and their children.
- Willingness and ability to develop an understanding of the principles for risk assessment, safety planning and risk management for victims of domestic abuse and their children.
- Be committed to equal opportunities and diversity issues in policy and practice.
- Good computer literacy skills (MS packages, databases and email).
- Have the ability to deal with stressful and difficult situations.

### **Desirable requirements**

- Experience of working with vulnerable people.
- Awareness of child protection issues, and the legal responsibilities surrounding these issues.
- Record keeping skills and or ability to learn such skills quickly.

*Women only need apply under Schedule 9 (Part 1) of the Equality Act 2010*

*Edinburgh Women's Aid is an Equal Opportunities Employer and welcomes applications from all sections of the community.*

*Company No: SC237521*

*Registered Charity No: SC028301*