

Job Description and Person Specification

Job Title:

Court Advocacy and Support Worker

Job purpose

To provide advocacy and support services for women who have are involved in court actions as a result of domestic abuse. The post holder will work directly with women to offer information, support and advocacy services and will also provide liaison between service users and other multi-agency partners from both statutory and voluntary services.

Reporting to

The post holder will report to Team Manager within Fife Women's Aid.

Key activities

- Processing of referrals including: Liaison with partner agencies, collation of information, making direct contact with service users and carrying out assessments.
- Carry out risk assessment and safety planning activities as required to maximise the safety and protection of women and children using the service. Liaise with other services as required around safety and security issues.
- Support and advocate with service users around any issues relating to court action or process. Provide ongoing information, advocacy and support services until court action complete.
- According to individual need, co-ordinate support with other FWA services and external agencies. Offer liaison, joint working and/or referral to other support or interventions.
- Liaise with external agencies involved in court processes to ensure the individual needs of women are met at any court attendance. This may include joint working to provide appropriate supports and carrying out elements of this support directly.
- Manage service user case load including keeping accurate and confidential case management records, databases and correspondence. Follow FWA information sharing procedures.
- Gather monitoring and evaluation evidence and provide this for reporting purposes, including case studies as required.
- Provide support and information to women on court outcomes. Follow up any additional information required or advocacy issues raised. Provide post court referrals on to appropriate services, as required.

- Develop and sustain good working relationships with partner agencies who contribute to the provision of services to those experiencing domestic abuse. Take part in appropriate multi-agency work to promote and develop services in line with Fife multi-agency priorities.
- Carry out administration tasks required for the role.
- Comply with relevant health and safety legislation, good practice and the ethos of Fife Women's Aid. Take part in staff and service meetings as required and show commitment to ongoing personal and professional development.
- Take part in staff and service meetings and work effectively with colleagues and managers to provide the best possible service to women.
- Participate in support and supervision, appraisal and show commitment to ongoing personal and professional development.
- To practice in a trauma-informed way.
- To promote equality and anti-discriminatory practice.
- To perform other duties as reasonably required by Team Managers or CEO.

PERSON SPECIFICATION

Qualifications, training and relevant experience	Essential	Desirable
Proven track record in providing advocacy and support services to vulnerable client groups.	E	
Relevant/appropriate qualification (e.g. Counselling, Women's Studies, Advocacy Qualification, relevant SVQ or equivalent)		D
Experience in working effectively with a range of multi agency partners and promoting joint working practices.	E	
Procedural knowledge and practical experience of civil and criminal justice remedies for survivors of domestic abuse		D

Competencies	Essential	Desirable
Understanding of the impact of domestic abuse on women, children and young people		D
Understanding of current legislation and best practice in relation to domestic abuse, child protection and adults at risk.	E	
Skills in advocacy, negotiation and liaison	E	
Ability to undertake robust crisis interventions and carry out safety planning and risk management with vulnerable client groups.		D
Good written and verbal communication skills	E	
Competent organisational & IT skills; ability to maintain manual and electronic records and create reports.	E	
Ability to prioritise, meet deadlines and work well both as an individual and as part of a team	E	

Personal qualities	Essential	Desirable
Articulate and effective communicator – verbal and written.	E	
Self motivated, enthusiastic and co-operative	E	
Sensitive and empathic	E	

Special requirements	Essential	Desirable
Commitment to equal opportunities and anti-discriminatory practice	E	
A flexible approach to work. Prepared to work some out of hours/ occasional evenings and weekends as required	E	
Full driving licence and access to own transport or otherwise be able to travel throughout Fife	E	
Ability to have business user motor insurance if required	E	

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

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