

Court Advocacy Worker (Women)

Accountable to: Court Advocacy Manager
Location: Angus

PURPOSE OF THE POST

To provide a sensitive, pro-active short to medium-term domestic abuse advocacy, support, and information service to victims/survivors of domestic abuse who are referred to the court advocacy service. This will be done by telephone and face to face as required.

KEY DUTIES

- To receive referrals from the police or other partner agencies and contact the victim/survivor within 24 hours to offer crisis intervention, risk assessment, safety planning and information.
- To manage a caseload and to provide additional support to those clients most at risk where a case is proceeding to court and/or the victim/survivor is assessed as being at high risk of further abuse and harm.
- To provide information throughout the criminal justice process and ensure clients are kept informed of their rights and options.
- To refer any children to the CYP advocates.
- To work in partnership with relevant agencies on behalf of victims/survivors and to monitor their support plans/pathways, including undertaking joint visits.
- To advocate on behalf of and liaise with partner agencies to ensure the safety and support needs of clients are being addressed.
- To maintain accurate and up-to-date database records of contact with or relating to clients.
- To inform the Manager or, of institutional advocacy issues to enable these issues to be resolved at a strategic level.
- To keep up to date with relevant research, legislation and policy development in relation to gender-based violence.
- To act as an effective representative of the court advocacy service by promoting the work and ethos of the service.
- To ensure the confidentiality and security of all information in accordance with the requirements of the Data Protection Act 2018 and UK General Data Protection Regulation.
- To comply with AWA policy and procedures.
- To carry out any other duties relevant to the post, as and when required.

This post requires a PVG scheme record check for both types of regulated work – work with children and work with protected adults.

This job description cannot cover every issue or task that may arise within the scope of the post. The post-holder will be expected to carry out other duties from time to time which are broadly consistent with the duties as detailed above.

Court Advocacy Worker (Women) – Person Specification

	Essential/ Desirable
Education, Training & Qualifications	
Relevant/appropriate qualification (e.g. domestic abuse or violence against women, social care, counselling, advocacy, social sciences) or willingness to undertake this	Essential
Completion of IDAA Training	Desirable
Experience	
Experience of providing support and information to vulnerable people	Essential
Experience of working from a rights based perspective	Essential
Experience of liaising with a range of partner agencies and advocating on service users' behalf	Essential
Experience of supporting people through the court process	Desirable
Experience of undertaking risk assessments and carrying out safety planning	Desirable
Knowledge	
Demonstrate an understanding of the dynamics and impact of domestic abuse and other forms of gender-based violence	Essential
Demonstrate an understanding of current legislation, policy initiatives and best practice in relation to child protection	Essential
Demonstrate an understanding of the criminal and civil justice process	Desirable
Demonstrate an understanding of current legislation, policy initiatives and best practice in relation to gender-based violence	Desirable
Skills and Competencies	
Demonstrate excellent organisational skills, including the ability to prioritise under pressure and to work to tight deadlines	Essential
Demonstrate a non-judgmental, empathetic approach and the ability to build trusting relationships	Essential
Demonstrate ability to work on own initiative and as part of a team	Essential
Demonstrate excellent written and verbal communication skills	Essential
Demonstrate ability to manage personal wellbeing in a challenging work environment	Essential
Demonstrate ability to maintain up to date accurate records	Essential
Demonstrate ability to use active listening skills and open-ended questions to ensure complex issues are understood	Essential
Must be computer literate	Essential
Special Requirements	
Commitment to working to a feminist ethos	Essential
A requirement to work a variable shift pattern which may include weekend working	Desirable

Membership of Protection of Vulnerable Adults & Children Group	Essential
Full driving licence & access to own transport	Essential
Ability to have business user motor insurance if using own car for business use	Essential

Court Advocacy Worker (Children and Young People)

Accountable to: Court Advocacy Manager
Location: Angus

PURPOSE OF THE POST

To provide a sensitive, pro-active short to medium-term domestic abuse advocacy, support, and information service to children and young people who are victims/survivors of domestic abuse who are referred to the Court Advocacy service.

KEY DUTIES

- To manage a caseload and to provide additional support to children and young people where a case is proceeding to court and/or the victim/survivor is assessed as being at high risk of further abuse and harm.
- To work towards the empowerment of children and young people and support them to understand the dynamics of abuse as it has affected them.
- To provide information throughout the criminal and civil justice process and ensure children and young people are kept informed of their rights and options and to attend court when required.
- To work in partnership with relevant agencies on behalf of children and young people and to monitor their support plans/pathways, including undertaking joint visits.
- To advocate on behalf of and liaise with partner agencies to ensure the safety and support needs of children and young people are being addressed.
- To maintain accurate and up-to-date database records of contact with or relating to clients.
- To inform the Court Advocacy Manager of institutional advocacy issues to enable these issues to be resolved at a strategic level.
- To keep up to date with relevant research, legislation and policy development in relation to gender-based violence.
- To act as an effective representative of the court advocacy service by promoting the work and ethos of the service.
- To ensure the confidentiality and security of all information in accordance with the requirements of the Data Protection Act 2018 and UK General Data Protection Regulation.
- To comply with AWA policy and procedures
- To carry out any other duties relevant to the post, as and when required.

This post requires a PVG scheme record check for both types of regulated work – work with children and work with protected adults.

This job description cannot cover every issue or task that may arise within the scope of the post. The post-holder will be expected to carry out other duties from time to time which are broadly consistent with the duties as detailed above.

Court Advocacy Worker (Children and Young People) Person Specification

	Essential/ Desirable
Education, Training & Qualifications	
Relevant/appropriate qualification (e.g. domestic abuse or violence against women, social care, counselling, advocacy, social sciences) or willingness to undertake this	Essential
Completion of IDAA Training	Desirable
Experience	
Experience of providing support and information to children and young people	Essential
Experience of working from a rights based perspective	Essential
Experience of liaising with a range of partner agencies and advocating on service users' behalf	Essential
Experience of supporting people through the court process	Desirable
Experience of undertaking risk assessments and carrying out safety planning	Desirable
Knowledge	
Demonstrate an understanding of the dynamics and impact of domestic abuse and other forms of gender-based violence	Essential
Demonstrate an understanding of current legislation, policy initiatives and best practice in relation to child protection	Essential
Demonstrate an understanding of the criminal and civil justice process	Desirable
Demonstrate an understanding of current legislation, policy initiatives and best practice in relation to gender-based violence	Desirable
Skills and Competencies	
Demonstrate excellent organisational skills, including the ability to prioritise under pressure and to work to tight deadlines	Essential
Demonstrate a non-judgmental, empathetic approach and the ability to build trusting relationships	Essential
Demonstrate ability to work on own initiative and as part of a team	Essential
Demonstrate excellent written and verbal communication skills	Essential
Demonstrate ability to manage personal wellbeing in a challenging work environment	Essential
Demonstrate ability to maintain up to date accurate records	Essential
Demonstrate ability to use active listening skills and open-ended questions to ensure complex issues are understood	Essential
Must be computer literate	Essential
Special Requirements	
Commitment to work within the ethos of a feminist analysis of abuse.	Essential
A requirement to work a variable shift pattern which may include weekend working	Desirable

Membership of Protection of Vulnerable Adults & Children Group	Essential
Full driving licence & access to own transport	Essential
Ability to have business user motor insurance if using own car for business use	Essential