

## CHILDREN & YOUNG PEOPLE DOMESTIC ABUSE SUPPORT WORKER ROLE PROFILE & PERSON SPECIFICATION

Number of Hours:	Part-Time, 16 Hours per week
Salary:	£13,229 [pro rata] £15.90 per hour
Accountability of post:	The post holder will be line managed by and accountable to the Inverclyde Women's Aid Team Leader for the performance of the tasks described below.
Main purpose:	To provide high quality support programmes, early intervention, prevention, and anger management services to Children & Young people.
Location of post:	Based at Inverclyde Women's Aid, Refuge, High Street Office and in the Community.

### MAIN TASKS AND RESPONSIBILITIES:

- To complete all relevant paperwork, Risk Assessments and consent forms pertaining to children and young people.
- To provide practical and emotional support programmes for children & young people who are referred to us through schools, education and other agencies.
- To develop and deliver age appropriate support programmes for children and young people who have been affected by domestic abuse.
- To develop and deliver age appropriate early intervention and prevention anger management programmes in educational or community settings for young people at risk of being excluded from mainstream education.
- To organise and run age-appropriate anger management sessions providing children and young people with opportunities to share, explore and work through their feelings.
- To provide information and promote the IWA CYP Service to community groups, youth organisations and education providers to support and encourage each child to participate in our services.
- To maintain accurate and up to date records in accordance with Inverclyde Women's Aid policies and procedures.
- To maintain confidentiality of children and young people accessing the service, and ensure that all confidentiality agreements are signed, and database entries accurately updated in line with GDPR requirements.
- To prepare relevant reports for Children's Panels, court proceedings or case conferences as needed.
- Promote effective partnership working and develop strong links with professionals from external agencies and members of the community to maximise the support available for children and young people.
- To provide information on local activities and events to assist families to integrate into the local community.
- Having the ability to work on your own initiative but also liaise closely with other employees to ensure all aspects of the service are covered, which includes working flexibly to meet the needs of the service.
- To meet annual targets as part of the Staff Team and agree the targets in partnership with the Team Leader, Director and regularly reviewing progress as part of a development plan.

- To ensure accurate record keeping on IWA's database system and ensure that case notes meet partner, funder, and stakeholder requirements to capture outcome data and to complete funder reports as and when required.
- Participate in Team Meetings as and when required.
- To work closely with the Staff Team to develop and sustain relationships with a range of funders, partners, policymakers, and other external stakeholders.
- To participate in the monitoring, evaluation, reporting and continuous improvement of the Inverclyde Women's Aid services.
- To promote the work of Inverclyde Women's Aid and the rights & needs of women who experience domestic abuse with other service providers and policy makers.
- Always maintaining professional boundaries when working with children and young people in accordance with Inverclyde Women's Aid policies and procedures, Health and Social Care Standards, SSSC Guidance, SWA National Service Standards.
- Attend relevant trainings to promote your professional development and enhance knowledge base.
- To work in partnership with Scottish Women's Aid and the wider Women's Aid network, contributing to local and national campaigns that further the aims of Women's Aid.

## PERSON SPECIFICATION

	<b>Essential / Desirable</b>
<b>Education, Training &amp; Qualifications</b>	
<b>Practice Qualifications:</b> Any recognised Childcare Qualification or equivalent, as listed on the SSSC website	Essential
<b>Experience</b>	
Experience of providing support and information to vulnerable children & young people including anger management, domestic abuse, crisis intervention, assessment of risk, safety planning, carrying a caseload, multi-agency, advocacy, and information	Essential
Experience of supporting children & young people in an education or community organisations	Essential
Experience of liaising with a range of partner agencies and advocating on service users' behalf	Essential
<b>Knowledge</b>	
Demonstrate an understanding of the dynamics, impact, and scale of anger management, domestic abuse, and other forms of gender-based violence [GBV] especially in relation to children & young people	Essential
Demonstrate an understanding of current legislation, policy initiatives and best practice in relation to Domestic Abuse, GBV and Child Protection	Desirable
Demonstrate an understanding of and commitment to equal opportunities and anti-discriminatory practice and to work with the values of IWA	Essential
Demonstrate a thorough understanding of Microsoft Office 365	Essential
<b>Skills &amp; Competencies</b>	
Demonstrate excellent organisational skills, including the ability to prioritise under pressure and to work to tight deadlines	Essential
Demonstrate a non-judgemental and empathetic approach	Essential
Demonstrate an ability to anticipate problems and to identify solutions to minimise problems	Essential
Demonstrate ability to be flexible, manage change and adapt to new ways of working	Essential
Demonstrate ability to work on own initiative and as part of the staff team	Essential
Demonstrate excellent communication skills -written and verbal	Essential
Demonstrate ability to manage personal wellbeing in a challenging work environment	Essential
Demonstrate ability to recognise and maintain professional boundaries	Essential
Demonstrate ability to use active listening skills and open-ended questions to ensure complex issues are understood	Essential
<b>Special Requirements</b>	
A requirement to work a variable shift pattern which may include evenings and weekend working	Essential
Full driving licence & access to own transport and willingness to travel throughout Inverclyde	Essential
Ability to have business user motor insurance as you will be using your own car for business use	Essential