

JOB DESCRIPTION

POST TITLE	Independent Stalking Advocate Assistant
HOURS	37.5 hours per week plus on call rota duty
SALARY	£21,962 per annum, rising to £25,000 upon completion of training programme (approximately 12 months)
DURATION	Fixed Term until July 31 2019
LOCATION	Changing Pathways Sites
RESPONSIBLE FOR	No direct line reports

JOB PURPOSE:

To provide an efficient and effective independent service to victims of stalking in the locality. The post holder will be responsible for dynamic risk assessment and support of individuals experiencing stalking and harassment and ensuring that the survivor's voice is at the centre of their work.

MAIN DUTIES:

- Identify and assess the risks and needs of stalking victims using an evidence-based risk identification checklist.
- Prioritise high risk cases and provide pro-active intervention service through individual safety planning and personal support.
- Work with victims of stalking to help them access services to keep them, their children and "secondary" victims safe.
- Understanding of the roles of all relevant statutory and non-statutory services available and how Changing Pathways fits with them.
- Providing advocacy, emotional and practical support and information to victims in relation to legal options, housing, health and finance.
- Offer guidance to key agency stakeholders to ensure the safety of victims is paramount and safety measures are implemented.

- Actively manage a caseload, ensuring each service user receives the appropriate service individual to their needs.
- Support the empowerment of the service user and assist them in recognising the features and dynamics of stalking present in their situation, in order to help them regain control of their lives.
- Understand multi-agency partnership structures and work within a multi-agency setting where possible, supporting effective risk management strategies, while maintaining an independent role on behalf of the service user, keeping their safety central to any response.
- In accordance with case management policy, be proactive in carrying out periodic case reviews of your cases, based on a review of risk which feeds back into action planning to further progress, signposting, case closure and provides feedback to service users and other agencies.
- Maintain accurate and confidential case management records and databases, and contribute to the monitoring and evaluation of the service
- Support colleagues and partner agencies, through awareness raising, presentations, training delivery and institutional advocacy, in order to provide the best possible service for victims of stalking.
- Respect and value the diversity of the community (geographical or communities of interest) in which services are delivered and recognise the needs and concerns of a diverse range of survivors, ensuring the service is accessible to all.
- Deliver group work and facilitate service user led activities including consultation.
- Identify safeguarding concerns and report any concerns immediately to duty manager and follow organisational procedures for reporting to social services as necessary.
- Participate in regular management supervision, case reviews and clinical supervision to ensure the highest standards of support and advocacy.
- Maintain strict organisational confidentiality, professional boundaries and security procedures.

- Participate in out of hours on call service on a rota basis.
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GENERAL:

- Identify own training and development needs and participate in all training courses relevant to the Changing Pathway's commitment to providing high quality services.
- Work at all times with due regard to the policies and procedures of Changing Pathways, including financial regulations, participating in their development and amendment where required.
- Willingness to work outside normal working hours including evenings and weekends and to participate in promotional, fundraising and income generating events, activities and any other duties as may be reasonably required by the organisation.

OTHER:

- The post is subject to a DBS disclosure which will be carried out at appointment of a candidate.
- This post is subject to completion of a six month probationary period.
- Must be mobile to visit sites and work across the whole contract area as required.
- Post is open to women only under the Equality Act 2010, schedule 9, part 1

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

PERSON SPECIFICATION

EXPERIENCE		
Criteria	Essential/ Desirable	Assessed?
Experience of working with vulnerable people, preferably dealing with issues surrounding gender based abuse, stalking, domestic abuse/interpersonal violence.	E	Application Form/Interview
Experience of managing a caseload of individuals, assessing their needs and formulating support plans	E	Application Form/Interview
Experience of completing Safe Lives DASH risk assessments, making referrals and attending MARAC	D	Application Form/Interview
Experience of identify safeguarding concerns and reporting concerns in line with local procedures	E	Application Form/Interview
Experience of multi-agency partnership working and representing organisations at external meetings and conferences	D	Application Form/Interview
Experience of working with individuals with multiple disadvantage such as drug or alcohol issues and/or poor mental health	E	Application Form/Interview
Experience of writing reports, briefings, newsletters and case studies	E	Application Form/Interview
Experience of working within a multi-agency and legislative framework	D	Application Form/Interview
Experience of motivating individuals and agencies to move through courses of action and decision making processes	D	Application Form/Interview
KNOWLEDGE AND UNDERSTANDING		
Criteria	Essential/ Desirable	Assessed?
Excellent understanding of all inter personal violence (including the Power and Control Wheel)	D	Application Form/Interview

Excellent understanding of stalking including the impact of domestic abuse, sexual violence and gender based violence on victim/survivors and the breadth of impact across the victim's network of family, friends, co-workers, community, etc.	D	Application Form/Interview
Theoretical, practical and procedural knowledge of civil and criminal justice remedies for victims of stalking	D	Application Form/Interview
Through understanding of safeguarding in regard to children and vulnerable adults, and the legal responsibilities surrounding these issues	E	Application Form/Interview
Understanding of the principles of risk assessment, safety planning and risk management for victims of stalking for primary and secondary victims	E	Application Form/Interview
Good understanding of correct and effective information sharing between agencies	E	Application Form/Interview
Understanding of the remits and resources of relevant statutory bodies and voluntary agencies	D	Application Form/Interview
Knowledge of local support services for individuals living in the Basildon, Brentwood, Castle Point and Rochford areas.	D	Application Form/Interview
SKILLS AND ABILITIES		
Criteria	Essential/ Desirable	Assessed?
Ability to work in a manner that empowers service users to make decisions and choices about their recovery from stalking	E	Application Form/Interview
Highly skilled in making sound judgements in crisis and difficult situations	E	Application Form/Interview
Ability to work in a flexible and responsive manner whilst prioritising work within a busy environment	E	Application Form/Interview
Excellent communication skills and the ability to work in a confidential manner. With excellent negotiation and advisory skills, both written and verbal.	E	Application Form/Interview

Able to develop, sustain and evaluate joint partnership work between agencies to obtain positive outcomes for service users	D	Application Form/Interview
Good IT skills including the ability to use Microsoft Office and organisational case management databases	E	Application Form/Interview
EDUCATION		
Criteria	Essential/ Desirable	Assessed?
A good standard of general education	E	Application Form
A Save Lives IDVA, Women's Aid DAPA qualification or other social work/care, housing, counselling qualification	D	Application Form
OTHER		
Criteria	Essential/ Desirable	Assessed?
Understanding and commitment to equal opportunities and diversity issues in policy and practice	E	Application Form/Interview
Willingness to undertake training and a commitment to continuous personal development	E	Application Form/Interview
Willingness to work flexibly and has access to a car and able to travel to different sites and venues	E	Application Form/Interview
Integrity and respect when working with all service users, agencies, stakeholders and colleagues	E	Application Form/Interview

Employee Signature		Date	
Manager Signature		Date	