

## Job Description

<b>Role Title</b>	Independent Sexual Violence Advisor (ISVA)
<b>Salary</b>	Qualified ISVA SCP 22 £29,439 (pro rata) , or Trainee ISVA SCP 17 £26,845 (pro rata)
<b>Type of Post</b>	35 hrs per week (worked Monday-Friday), Permanent

<b>Role Function</b>
<p>The role is to offer practical support to anyone aged 18 and over who has experienced sexual violence/abuse.</p> <p>To work within a multi-agency setting to assist survivors/victims to access appropriate support such as housing, benefits, health services etc.</p> <p>To support those who wish to report to Police, through the criminal justice process, including liaising with the Police and any other criminal justice agency.</p>

<b>Supervisory Responsibility</b>	<b>Staff Indirectly Supervised</b>
Nil	Nil

<b>Role Requirements</b>
<p><b>For All Clients:</b></p> <ul style="list-style-type: none"> <li>• Conduct risk and needs assessments, care and safety plans and action taken, record all support provided and where known the outcomes of that support, and record all onward referrals to agencies or organisations.</li> <li>• Provide face to face, online and telephone support (non therapeutic) to survivors/victims and their supporters where appropriate.</li> <li>• Help survivors/victims develop their own support network.</li> <li>• Knowledge of safeguarding legislation and best practice.</li> <li>• Consider child protection issues (every child matters) when engaging with survivors/victims especially those assaulted in a domestic setting, and follow child protection policies.</li> </ul> <p>Additionally, if the survivor/victim reports to the Police:</p> <ul style="list-style-type: none"> <li>• Support survivor/victim through the criminal justice system.</li> <li>• Support the survivors/victim during the trial phase in conjunction with other victim and witness services.</li> </ul>

## Role Requirements

- Liaise with the Police/CPS on behalf of the survivor/victim, with the survivors/victims consent and adhering to the confidentiality policy in relation to the release of information.
- To participate as required in special measures arrangements with the Police, CPS and Witness Support.
- To understand and support the need for some survivors/victims to access special measures to give their best evidence at trial.

### General Requirements:

- Maintain and monitor records of all cases in accordance with requirements.
- Follow procedures and protocols with other services so that the safety of the survivor/victim is kept central to any process.
- Note and feedback to other agencies any consistent difficulties survivors/victims are having accessing their service.
- Contribute to the development of the service policies, protocols, guidelines and strategies within the area of practice as required.
- To develop and maintain effective communication systems with key partners including the Police, CPS, court service, Social Services, education, primary care trust (mental and sexual health), Victim Support, Witness Service, voluntary sector organisations, CAFCASS.
- To participate in team meetings and peer review.
- To provide specialist advice to other workers and agencies, including participation in delivery of training sessions.
- To have a clear understanding of the myths and facts of sexual violence/abuse, rape trauma syndrome, the long-term mental health effects of sexual violence, self-harm, suicidal feelings and attempts.
- To be fully aware of resources available regarding interpreters, signers etc.
- To be able to travel around the county and be flexible as to working some unsociable hours, when necessary, in order to provide the service set out above.
- To undertake relevant training appropriate to the role. This may include completion of an ISVA accredited program.