

JOB DESCRIPTION – CHILDREN AND YOUNG PERSON’S (CYP) ASSESSMENT WORKER

An exciting job opportunity at Cardiff Women’s Aid (CWA) for someone who is dynamic, inquisitive, has a passion for rights, diversity and inclusion and wants to fight alongside those who may not have a voice. We are a women’s equality organisation which exists to eradicate violence against women and girls and to support survivors. We recognise that ending violence and abuse takes a whole society approach to social change, and it needs you to help us achieve this.

We have a generous benefit package:

- *Generous Annual Leave Package Totalling 33 Days (Inclusive of Bank Holidays)*
- *Pension*
- *Life Assurance*
- *Employee Assistance Program - That Supports Your Health and Wellbeing at Home and at Work*
- *Flexi Working*
- *Paid Company Sick Pay & Emergency Dependent Leave*
- *Living Wage Employer*
- *Bike to work scheme, among other benefits.*

Job Title:	Children and Young Person’s CYP Assessment Worker
Salary:	£19,000 per annum (FTE)
Hours:	Part time, 21 hours per week
Working pattern:	21 hours across 3 days (flexible on days, between 9am and 7pm) All staff must work flexibly on occasions to meet the needs of women and children
Contract Type:	Fixed term until March 2023 with the possibility of renewal subject to funding.
Location:	Cardiff Women’s Aid offices, Central Cardiff
Responsible to:	CYP Team Manager

Context of Job:	CWA provides expert, specialist, independent support and advocacy to children and young people who have experienced domestic and sexual violence/abuse through the delivery of individually tailored support packages, group work, support in emergency accommodation, advocacy and prevention work throughout the community
Purpose of Job:	To provide a high-quality assessment for parents and children and young people (aged 0-18) who have experienced domestic and sexual violence/abuse directly and/or indirectly and refer onto the appropriate support provision within the CYP team following the assessment. This job can also act as a route to becoming a Children and Young Persons Personal Advisor.

Post open to women only under the Equality Act 2010 pursuant to Schedule 9, Part 1.

This role is subject to an enhanced DBS check. We are committed to supporting and promoting equality and diversity and to creating an inclusive working environment.

Main Duties:

- Act as first point of contact for all CYP team enquiries
- Receive, check, and respond to all referrals, signpost to other agencies where appropriate; arrange assessments.
- Identify and assess the risks and needs of children and young people who have witnesses/experienced domestic and sexual abuse/violence using the CYP specialist assessment risk and needs identification tool and DASH-RIC where appropriate.
- Refer onto the waiting list of the appropriate service provision within the CYP team
- Keep regular contact with parents of CYP who are on the waiting list - keeping them updated of waiting list times and send out relevant resources whilst they are waiting for support.
- Assist with the facilitation of group work programmes when required.
- Understanding the role of all relevant statutory and non-statutory services available to domestic or sexual abuse victims and how your role fits into them.
- Be up to date with safeguarding of children and where necessary coordinate concerns and referrals through MASH and liaise with social services.

- Be proactive with your line manager ensuring you are reviewing the effectiveness of our referral process, the assessment used, agencies we signpost to and the resources that are sent out.
- Help maintain accurate and confidential case management records and databases and contribute to monitoring information for the service.
- Comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work.
- Support colleagues and partner agencies, through awareness raising and institutional advocacy, in order to provide the best possible service for victims of domestic and sexual abuse/violence i.e. challenge, unhelpful or damaging attitudes to understanding of domestic and sexual abuse/violence.
- Respect and value the diversity of the community in which the service works and recognise the needs and concerns of a diverse range of children and young people ensuring the service is accessible to all.
- Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice.

General Responsibilities:

All Workers have a responsibility to work with colleagues in maintaining service delivery.

- Attend meetings as necessary
- Participate in the organisation's supervision system
- To represent Cardiff Women's Aid and to promote its ethos; to work in a positive way and to feedback fully to the organisation.
- Contribute to the Annual Report
- Undertake training to update skills in line with Cardiff Women's Aid Training and Development Policy
- To maintain anti-oppressive and anti-discriminatory work practices.
- Abide by Cardiff Women's Aid's confidentiality policy
- To ensure that personal behaviour and that of staff in area of responsibility demonstrates integrity, openness, honesty, is anti-oppressive, non-judgmental, and supports diversity.

It is the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way and tasks which are not specifically covered in their job description may have to be undertaken.

Person specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
<u>Knowledge and experience</u>		
*Have a good understanding of domestic and sexual abuse/violence and the effects on children and young people.	✓	
*Understand child protection issues, and the legal responsibilities surrounding these issues.	✓	
*Understand the principles of assessments, risk and needs assessment for victims of domestic and sexual abuse/violence and dependent children.	✓	
*Understand the remits and resources of relevant statutory bodies and voluntary agencies.	✓	
*Understand and be committed to equal opportunities and diversity issues in policy and practice.	✓	
Experience		
*Working with vulnerable children and young people	✓	
*Working in an environment where you must be very organised	✓	
* Working in a trauma informed way	✓	
*Experience of multi-agency working	✓	

<u>Skills/ Qualifications/ Professional Membership</u>		
*Have computer literacy skills and have some experience of working with databases.	✓	
Hold a SafeLives IDVA training certificate, or a relevant degree, or demonstrable equivalent experience or a vocational qualification.	✓	
*Have excellent communication, negotiation, and advisory skills, both written and verbal when interacting with a range of agencies and individuals.	✓	
*Have a keen understanding of child development, children's needs and children's rights.	✓	

<u>Personal Qualities</u>		
*Be compassionate and empathetic with the parents and CYP's situation.	✓	
*Operate from a position of strength, with the ability to look after your own wellbeing when hearing how VAWDASV has affected CYP	✓	
*Act with integrity and respect when working with all clients, agencies, and individuals.	✓	
*Work flexibly as part of a team.	✓	
*Be optimistic about the possibility of personal growth and change.	✓	

Be a driver and have access to a car.		✓
Speak Welsh.		✓

*You are required to demonstrate these on your application form. Please provide an example of work you have undertaken where you have demonstrated this skill.