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| **JOB DESCRIPTION** | |
| **Role Title** | Children and Young People’s Support Worker (CYP Support Worker) |
| **Contract of Employment** | Permanent (funding dependent) |
| **Reporting to:** | Team Leader |
| **Location:** | Based in Dunoon, outreach support in Cowal and Bute areas. |
| **Responsible to:** | Direct responsibility to Team Leader and Service Manager |
| **Role Purpose:** | ABWA is seeking to recruit CYP Support Worker/s.  The CYP Support Worker will provide confidential, trauma- informed, age and stage appropriate support and information for children and young people within the ABWA refuge, and service.  The CYP Team works closely with ABWA’s Team Leader and colleagues. |
| **Salary** | Qualified: £27,405 + 8% pension (35 hours)  Unqualified: £25,200 + 8% pension (35 hours)  Health and Social Care SVQ level 3, **or** a recognised qualification in Social Work, or Community Education **or** willingness to work towards this. |
| **Hours of work** | 1 x 35 hourpost Monday – Friday 9-4.30pm \*work out with these hours as required\*  **Or will consider**  2 x 17.5 hours each (includes some evening work) |

This post is subject to an Enhanced Disclosure.

**ABWA is an Equal Opportunities Employer:** This post is restricted to female applicants under the Equality Act 2010, schedule 9.

**Organisation profile:**

ABWA provides information, emotional/practical support, refuge accommodation and accommodation advice to all women, their children and young people who are experiencing domestic abuse from their current or ex- partner.

#### **Main Tasks and Responsibilities**

**Support for Children and Young People**

* Provide emotional and practical support to children and young people living across Argyll and Bute affected by domestic abuse.
* To assist with the admission of children and young people to ABWA refuge, provide support for the duration of their stay and resettlement into their own home.
* Conduct individual and group sessions for children and young people to address their emotional well-being, resilience, and safety.
* Assist children and young people in understanding and expressing their feelings in a safe and supportive environment.

**Advocacy and Safeguarding**

* Partnership working with external agencies, including schools, education, social work, and healthcare professionals, to ensure the best outcomes for children and young people.
* Advocating on children and young people’s behalf with relevant agencies and professionals when appropriate.
* Identify and respond to safeguarding concerns in line with ABWA’s organisational policies and statutory requirements.
* Maintain accurate and confidential records of all interactions, ensuring compliance with GDPR, child protection and safeguarding protocols.

**Programme Delivery**

* Develop, deliver and promote age-appropriate support, activities, workshops, to support children and young people affected by domestic abuse.
* Adapt programmes to meet the diverse needs of children and young people from diverse backgrounds and experiences.

#### Work efficiently and effectively in a fast-paced environment.

* Record all contacts and incidents daily, maintain accurate case notes and records and compile statistics as requested.
* Monitor and evaluate the effectiveness of interventions, ensuring continuous improvement.

**Family and Community Engagement**

* Support parents and carers in understanding the impact of domestic abuse on children and young people.
* Liaise with ABWA CYP Workers and colleagues to provide an effective and consistent service to children and young people across Argyll and Bute.
* Work collaboratively with colleagues to ensure a holistic approach to family support.
* Promote awareness of domestic abuse and its effects on children and young people within the wider community.

**General Duties**

* Actively attend and participate in regular support and supervision and the appraisal process.
* To undertake mandatory training and Continual Professional Developmental opportunities as agreed by your line manager.
* To participate in the national work of the Scottish Women’s Aid network.
* Adhere to ABWA’s all staff policies and procedures, including but not limited to Code of Conduct, Health and Safety and Equality and Diversity
* Actively attend and participate in team meetings.
* Maintain and regularly update information resources within ABWA’s Shared Drive to ensure accuracy and relevance.
* Contribute to the overall work of the organisation and undertake other duties as required within the organisation or as delegated by the Service Management Team.

**Person Specification -** Candidates must be able to demonstrate the following areas:

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| **Qualifications, Training and Skills** | **Essential** | **Desirable** |
| Health and Social Care SVQ level 3, **or**  A recognised qualification in Social Work, or Community Education **or** willingness to work towards this. |  | **D** |
| 1 years’ experience of providing direct support to children and young people. | **E** |  |
| Post holder will be required to register with the Scottish Social Services Council (SSSC) | **E** |  |
| Demonstrate ability to appropriately and professionally support children and young people who may at times present as distressed or challenging due to their circumstances. | **E** |  |
| Demonstrate excellent, effective problem solving skills. | **E** |  |
| Demonstrate excellent IT skills – Word, and Excel. | **E** |  |
| Demonstrate strong listening and interpersonal communication skills. | **E** |  |
| **Knowledge and Experience** | **Essential** | **Desirable** |
| Knowledge and understanding of child and adult protection regulation and the impact of domestic abuse on children, young people and their families. |  | **D** |
| Demonstrate knowledge and understanding of domestic abuse related legislation for children and young people |  | **D** |
| Demonstrate experience of maintaining accurate case notes and records | **E** |  |
| Demonstrate understanding of SSSC Codes of Practice and the role of organisational policies and procedures. | **E** |  |
| Demonstrate ability to work as part of a team. | **E** |  |
| Experience of OASIS database. |  | **D** |
| **Competencies** | **Essential** | **Desirable** |
| Excellent knowledge of Trauma Informed Practice. | **E** |  |
| Demonstrate excellent listening, spoken, written and communication skills. | **E** |  |
| Demonstrate ability to work in a dynamic, fast moving environment. | **E** |  |
| Demonstrate an understanding and commitment to maintain and respect confidentiality internally and externally in relation to the work of ABWA. | **E** |  |
| **Additional Requirements** | **Essential** | **Desirable** |
| Post holder must have access a driving licence and access to a vehicle with business insurance cover to support travel throughout Argyll and Bute. | **E** |  |
| Commitment to attend and participate in ABWA team meetings and development activities. | **E** |  |
| **Personal Attributes** | **Essential** | **Desirable** |
| Demonstrate a non-judgemental and empathic approach to children and young people and their needs. | **E** |  |
| Demonstrate a commitment to equal opportunities and anti-discriminatory practice and commitment to calling it out when this is not adhered to. | **E** |  |
| Adhere to ABWA’s commitment to provide a high standard of service to **all** service users and other stakeholders. | **E** |  |
| The post holder must understand and adhere to a feminist analysis of domestic abuse and share ABWA’s commitment to achieving its objectives. | **E** |  |
| Flexible in your approach and carrying out other duties as requested by the Management team, consistent with this post. | **E** |  |

**What we offer**

Great benefits for our employees which include:

* Flexible working hours (where appropriate)
* 8% pension
* 25 days paid holidays and 12 days public holidays a year – pro rata for part time staff.
* Maternity Leave / Parental Share Leave
* Training