

Job description

Job title:	Sexual Assault Advocate (SAA)
Reports to:	Operations Manager
Worker Category:	Agile
Primary Location:	Suffolk
Job Purpose:	To support individuals affected by trauma from sexual assault

Main Duties & Responsibilities

- Work with victims/survivors in a trauma-informed, needs-led and person-centred way.
- Build and maintain trusting, professional and non-judgemental relationships with individuals who have experienced sexual violence and trauma.
- Work on a one-to-one basis with victims/survivors as well as contributing to group work and programmes.
- Undertake holistic assessments to identify individual needs, strengths, risks, barriers and goals.
- Develop individualised support and recovery plans with victims/survivors and review these regularly.
- Work collaboratively with individuals to identify and achieve meaningful personal goals.
- Provide psychosocial and psychoeducational support, including helping individuals understand the impact of trauma and develop coping and resilience strategies.
- Support individuals to access appropriate health, social care, community and specialist services.
- Advocate for individuals where appropriate and support them to navigate services and overcome barriers to accessing support.
- Work collaboratively with partner agencies and professionals as part of a multi-agency approach.
- Recognise and respond appropriately to safeguarding concerns and risks, following Iris policies and procedures.
- Maintain appropriate professional boundaries and confidentiality while ensuring information is shared appropriately where there are safeguarding or other significant concerns.
- Manage a caseload effectively, prioritising workload according to individual need and risk.
- Work independently and use professional judgement when responding to changing or complex circumstances.
- Undertake agile working and travel throughout Suffolk to meet the needs of the service and individuals.

Other duties & responsibilities

- Maintain accurate, timely and appropriate records using the Iris database and other relevant IT systems.
- Contribute to team meetings, supervision, service development and continuous improvement.
- Maintain up-to-date knowledge and understanding of sexual violence, trauma, safeguarding and relevant support services.
- Work in accordance with Iris policies, procedures, professional standards and safeguarding requirements.

Amending the job description: It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

Confidentiality: The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with “Caldicott principles”.

Data Protection: The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

Policies & Procedures: The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedures.

General: The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

Health & Safety: Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

Infection Prevention: Employees have a personal obligation to act to reduce Healthcare Associated Infections (HCAI's) and must attend mandatory training in infection prevention and control. You must comply with SGPF Infection Control policies as they apply to your duties, including the Hand Decontamination Policy, Dress Code and Personal Protective Equipment Policy.

Equal Opportunities Policy and Anti-Harassment: The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

Safeguarding: Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults and children. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults and children. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory safeguarding training and updates at the competency level appropriate to the work you do