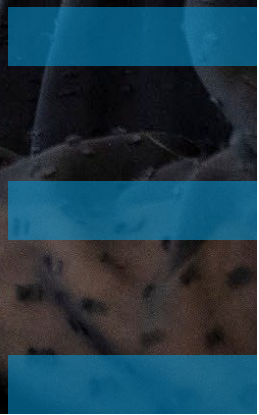




# Female Advocate – ReFocus

Candidate information pack

CAUSEWAY







## Who we are

Causeway supports marginalised and vulnerable people to recover from trauma and develop safe and fulfilling futures. Our modern slavery and crime reduction services include safe houses, outreach, community programmes, holistic crisis interventions and signposting into counselling, training and employment. We drive change nationally through research, campaigning and strategic partnerships. Causeway's four crime reduction services provide crime and violence reduction programmes for those committed to breaking their cycle of criminality. Our trauma-informed approach to supporting those who commit crime has proved successful in reducing rates of reoffending, which not only benefits the individuals involved, but reduces the number of victims and creates a safer society for all.

## Role Summary


### How this role fits into the vision and objectives of Causeway

We currently have an exciting opportunity for a Crime Reduction Advocate within our Refocus Team based in Merseyside. Working primarily with female individuals who have been identified as being at risk to low level domestic violence. **Please note due to the nature of the work there is an occupational requirement for the applicant to be female.** It is key that it this project is survivor focused and looks to address abusive behaviours at their source, at an early intervention phase, via support and education. This means working with both those who have carried out such acts and those who have been made subject to them.

The successful candidate is expected to support a caseload of individuals in order to jointly assess and manage any initial risk and to ensure all safeguarding protocols have been followed. The role is not that of an IDSVA, although some of the skills will overlap, the is to provide on-going support to individuals in areas of need in which they feel disempowered and hence build confidence and skills. This process will happen in partnership with the organisation DMAT who will run 'See the signs' course which will look to educate and equip individuals to feel safe and empowered in this area. It is important to note that you may also be required to work with people displaying potentially abusive or coercive behaviours (perpetrators), offering education and support to promote long term change.

## What you can expect from a career at Causeway

As an organisation we are committed to supporting your success and providing you with a wealth of skills, training and opportunities as well as staff benefits to enhance your employment. These will include:

- Regular accredited and in-house training on specialist subjects such as trauma, mental health, safeguarding, working with addictions and much more
  - Commitment to annual salary reviews
  - Progression opportunities
  - Annual staff survey and focus groups – have your say!
  - 30 days holiday per year (plus accrued holiday days for length of service)
  - Medicash medical discount scheme
  - 3% employer contribution pension scheme
  - Support via Staff Networks including an LGBTQ+ staff network
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## What our staff say about working with us

We pride ourselves on our employee job satisfaction. 100% of people in our 2021 staff survey feel that Causeway positively impacts the lives of our clients and 97% of our staff would recommend working at Causeway to others like them.

*"Since joining the LifeNavigate team roughly 3 months ago, I have been made to feel part of the team and have been provided with the support to help me carry out my role to the best of my ability. I love that no two days are the same in this job and I am able to work with a diverse range of service users with varying support needs. Supporting individuals to make positive changes in their life is the most rewarding part for me and the emphasis on staff wellbeing is something I believe separates Causeway from other employers."*

Bettie

## Job Description

<b>Job Title</b>	<b>Salary</b>	<b>Reports to</b>
ReFocus Advocate, LifeNavigate	£26,780 per annum	ReFocus - Life Navigate Coordinator
<b>Location</b>	<b>Direct Reports</b>	<b>Closing Date</b>
Merseyside	none	Midnight on 10.06.2024
<b>Contracted Hours</b>	<b>Interview Date</b>	<b>Contract Duration</b>
37.5 hours per week		To be discussed at interview
<b>Probationary Period</b>		
3 months		



## Responsibilities:

- You will be required to support potential victims **and** perpetrators of domestic abuse.
- The full time Advocate will oversee up to 16-20 service users of varying levels of support need at any one time.
- To work effectively as a team, including giving responsive feedback and handover information to Line Manager, and colleagues where there is a shared caseload, especially in regard to partnership with DMAT.
- To independently meet deadlines, including accurately recording and logging details of support, documenting relevant service user information and completing other administrative paperwork in adherence to the terms of the contract.
- To risk assess using the DASH model and take appropriate steps to safeguard service users.
- To create and follow individual support plans and ensuring all service users safety and well-being is paramount at all times.
- To arrange appointments for individual service users, and liaise with organisations and individuals regarding service users in a professional manner.
- Signpost service users to appropriate support.
- Supporting service users face to face (where suitable) in an appropriate environment, including using remote sessions where needed.
- To facilitate engagement of service users on the 'See the Signs' course, including journey planning and move on strategies, within the required time frame.
- To regularly attend supervision meetings with Line Manager. Adhering to all internal procedures regarding Causeway and any relevant legislation especially with regard to the Domestic Abuse Act (2021).
- When required, to work with perpetrators of low level domestic abuse, facilitating their engagement with the 'See the Signs' course, ongoing risk assessment, and provision of holistic support to promote lasting change.
- Promoting Causeway in adherence to the terms of the contract – this may include attending events on behalf of Causeway as a whole.
- There is an occupational requirement for the applicant to be female.
- Any other duties that are commensurate with the role.

## Qualifications, experience and skills

### Essential Requirements

#### Education, Qualifications & Training

- Demonstrate knowledge in specific subject area through specialist training, degree or vocational studies.
- An appropriate enhanced DBS check.
- This post is exempt from the Rehabilitation of Offenders Act 1974.
- An understanding of working with individuals who have been subjected to Domestic Abuse.

#### Experience

- To have recent experience with
- To have recent experience of working with vulnerable people.
- Experience of working with individuals who have been subjected to acts of domestic abuse
- To have recent experience with documenting and logging information, and record keeping.
- To have recent experience of working with people at risk of being involved in the criminal justice system.
- Recent experience of working with individuals with behaviors' that may present as challenging.

#### Skills

- To have good communication skills, including giving feedback and being able to competently and explicitly hand over information.
- To be able to crisis manage and defuse conflict, and to take initiative when needed.
- To be flexible and responsive to Service User needs.
- To be able to maintain confidentiality and to record keep.
- To manage a varied caseload and prioritise tasks.
- Able to write reports and letters on behalf of your client in a professional manner.
- A good level of administrative skills.
- To work within the Internal Policies and Procedures of Causeway.
- Be able to accurately record keep using a case management system (ZOHO).

#### Personal Attributes

- To be flexible and have a willingness to adapt to change alongside the role and demands of a forward moving charity.
- To speak well of Causeway, clients and other team members.
- Passion for helping people and vision and mission of Causeway.
- A passion to support marginalised and vulnerable people
- To be reliable, punctual and maintain confidentiality.
- Leadership qualities
- To regularly feedback to line manager
- To be emotionally robust.
- Organised

## **Desirable Requirements:**

### **Education, Qualifications & Training**

- Additional qualifications such as; first aid, safe handling of medication. Health and Social Care Level 3, IDSVVA or relevant equivalent qualifications such as qualifications in addiction/life controlling behaviours. or
- Understanding of Trauma
- DASH risk assessments

### **Experience**

- Experience working in a criminal justice setting.
- An understanding of working within the third sector.
- Lone working

### **Skills**

- Experience in journeying individuals on the road to recovery.
- Ability to speak another language.
- A good level of Administrative skills

**If you have any questions regarding this vacancy, or if you would like to request this information in a different format, please email [people@wearecauseway.org.uk](mailto:people@wearecauseway.org.uk) and we will be happy to help.**