



# **Hutt Valley Sexual Abuse Support & Healing**

## **HV SASH**

### **Crisis Support & Court Support Worker – Business Hours**

#### **Job Description**

##### **HV SASH: Mission statement**

Hutt Valley Sexual Abuse Support & Healing (HV SASH) provides free specialist support and counselling for people affected by sexual abuse, rape, sexual harm.

Historic or current.

We support anyone of any age, gender, ethnicity.

##### **Position Objective**

Provide Crisis and Court Support response and services to Upper Hutt and Lower Hutt Communities.

Includes Rimutaka Prison.

##### **Reports to**

HV SASH – Crisis Support Manager

##### **Direct Reports**

Nil

##### **Key Relationships**

- HV SASH – Operations Manager
- HV SASH Crisis & Court Support Worker (3 days)
- HV SASH – Business Coordinator
- HV SASH – Contractors: ACC Counsellors. MSD Counsellors and Psychologist.
- Wāhi Mārie SAATs Team – Doctors, Nurses, Kaiāwhina.
- Police – ASA Team, Crime Squad, CIB, District Child Protection Team.  
Lower Hutt, Upper Hutt, Wellington, Porirua.

##### **Hours of work**

- 5days per week
- (Monday- Friday)
- 8-4pm
- 37.5 hours per week

##### **Place of work could be one or more of following**

- HV SASH office (Lower Hutt)
- Koru House (Petone)
- Courts: Wellington and Lower Hutt
- Hospitals
- Police Stations – Lower Hutt, Upper Hutt, Wellington, Porirua
- Wāhi Mārie SAATs – Kent Terrace Wellington.

**Crisis support service**

<b><u>Key Responsibilities</u></b>	<b><u>Outcomes required</u></b>
Crisis and Court Support Services	<p>Crisis support and Court support services are delivered to meet individual client needs</p> <ul style="list-style-type: none"> <li>• Support, advocacy and information for clients.</li> <li>• Support, advocacy and information for family/whanau.</li> <li>• Support at prelim interviews.</li> <li>• Support at Video Recorded Interviews (VRI).</li> <li>• Support at Forensic Medicals.</li> <li>• Support for Victim Impact statements.</li> <li>• Support for Court Preparation.</li> <li>• Support in Court at Trials supporting Victim and whanau/ families.</li> <li>• Support for Parole Board submissions.</li> <li>• Client’s families/whanau are able to make fully informed choices and options and are supported in their decisions.</li> <li>• Consult and discuss with Crisis Support Manager for individual client/family/whanau needs as required.</li> <li>• Provide Crisis Support Manager with relevant client information for risk management and maximising client outcomes.</li> </ul>
Referrals, advice	<p>In conjunction with the Crisis Support Manager complete</p> <ul style="list-style-type: none"> <li>• Referrals to HV SASH Manager, for ACC &amp; MSD Counselling.</li> <li>• Referrals to other organisations.</li> <li>• Responses to requests for advice or referrals from Oranga Tamariki, DHB, Refuges, Victim Support, Police etc.</li> <li>• Utilises knowledge of community organisations and support to direct and refer clients and families to appropriate organisations.</li> </ul>
Debriefing /Supervision	<ul style="list-style-type: none"> <li>• Debrief with Crisis Support Manager as required.</li> <li>• Attend regular external, monthly supervision and adhoc as required.</li> <li>• Proactive with own self -care and awareness.</li> </ul>

### Crisis support service, continued

<u>Key Responsibilities</u>	<u>Outcomes required</u>
Client Data Management	<ul style="list-style-type: none"><li>• Consult One database is updated with all client activity.</li><li>• HV SASH Documentation is completed for clients and family/whanau.</li><li>• Assist Crisis Support Manager with reporting or meetings as required.</li><li>• HV SASH reporting requirements are met.</li></ul>
Education/training	<ul style="list-style-type: none"><li>• Assist Crisis Support Manager/Manager with presentations, education to other organisations, community groups, schools etc.</li></ul>
HV SASH Business/Not for Profit Charity	<ul style="list-style-type: none"><li>• Has understanding of key HV SASH stakeholders, contractors and funders.</li></ul>
Health & Safety	<ul style="list-style-type: none"><li>• Promotes Health &amp; Safety for HV SASH.</li><li>• Actively involved with all aspects of Health &amp; Safety.</li><li>• Advises Crisis Support Manager of emerging H&amp;S risks or hazards.</li><li>• Ensures HV SASH environment and locations are safe and secure for clients, family/whanau, staff.</li></ul>
Other	<ul style="list-style-type: none"><li>• Attendance at meetings and training as required by Crisis Support Manager/HV SASH</li><li>• May be required to perform other duties as requested by Crisis Support Manager</li></ul>

### Person Specification:

- Experience working in a frontline customer service or client facing role.
- Experience working in or knowledge of sexual or family violence services, would be advantageous but not essential.
- Effective communicator, excellent interpersonal and listening skills.
- Intuitive and open minded.
- Empathetic, sensitive and confidential.
- Ability to work in a culturally responsive manner and relate to a diverse range of people.
- Resilient and able to work effectively under pressure in challenging situations.
- An understanding of the Police Sexual Assault Investigation Process.  
Or commitment to learn.
- An understanding of the politics and issues associated with sexual assault/rape. Or  
commitment to learn.
- Confident IT user Word, e-mail.
- Good self - care and self – awareness.
- Full current NZ driver’s licence and access to a reliable car.

Employee: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_