



Job title: Independent Domestic Violence Advisor

Grade:

Salary:

Responsible to: *IDVA Service Manager and/or Senior IDVA*

Context of job: *Insert service and partnership context, and in which area the role will be based.*

Purpose of job: To provide a high-quality frontline service to victims of domestic abuse, delivering a service to those at highest risk. To work within a multi-agency framework consisting of the MARAC and local partnership responses to domestic abuse.

This role is subject to an enhanced Criminal Bureau Check.

Main duties:

- Identify and assess the risks and needs of domestic abuse victims using an evidence-based risk identification checklist.
- Focus on and prioritise high risk cases and provide a pro-active, short to medium term crisis intervention service through individual safety planning and personal support.
- Work with high risk victims of domestic abuse to help them access services to keep them and their children safe.
- Advocate for high risk victims with agencies who can help to address the domestic abuse by:
 - I. Understanding the role of all relevant statutory and non-statutory services available to domestic abuse victims and how your role fits into them.
 - II. Providing advocacy, emotional and practical support and information to victims including in relation to legal options, housing, health and finance.
 - III. Working directly with all key agency partners to address the safety of high risk victims and ensuring that their safety plans are coordinated particularly through the MARAC.
- Manage a case load ensuring each client receives the appropriate service individual to their needs.
- Support the empowerment of the client and assist them in recognising the features and dynamics of domestic abuse present in their situation, and help them regain control of their lives.
- Understand multi-agency partnership structures and work within a multi-agency setting which will include participation at the MARAC. You will contribute interventions and help design a plan to protect victims and any children, while maintaining an independent role on behalf of your client, keeping their safety as central to any response.
- *In accordance with your organisation's case management policy:* Be proactive with your *line manager* in carrying out periodic case reviews based on a review of risk and abuse which:
 - I. Feeds back into action planning to further progress, signpost or close cases and;

II. Provides feedback to your clients/agencies.

- 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 abuse. *May wish to define training events/roles.*
- Respect and value the diversity of the community in which the services works in, and recognise the needs and concerns of a diverse range of survivors 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.

Person specification

Knowledge

You are required to:

- Have a good understanding of domestic abuse including the impact of domestic abuse on victims and their children.
- Have theoretical, practical and procedural knowledge of civil and criminal justice remedies for victims of domestic abuse and their children.
- Understand child protection issues, and the legal responsibilities surrounding these issues.
- Understand the principles of risk assessment, safety planning and risk management for victims of domestic abuse and their 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

You are required to have experience of:

- Working with vulnerable people.
- Managing a caseload.
- Working within a multi-agency and legislative framework.

Skills/ Qualifications/ Professional Membership:

You are required to:

- 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, *or be willing to undertake relevant study?*
- Have excellent communication, negotiation and advisory skills, both written and verbal when interacting with a range of agencies and individuals.
- Have strong crisis management skills and the ability to deal with stressful and difficult situations.

Personal qualities

You will be required to:

- Be compassionate and empathetic with your client's situation.
- Show initiative and be proactive when managing your case load and interacting with your clients and agencies you're working with.
- 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.
- Motivate individuals and agencies to move through courses of action and decision making processes.