

JOB DESCRIPTION

Job Title:	Combined IDVA (Independent Domestic Violence Adviser)
Responsible to:	Team leader
Responsible for:	No staff

Hours:	As per contract
Holiday Entitlement:	5 weeks plus bank holidays (pro rata)
Salary:	As per contract
Pension:	Group personal pension plan, with employer contribution of up to 4%.

Vetting Requirements:	Enhanced DBS
Essential Requirements	Access to a vehicle with Business Class Insurance
General Description:	<p>This role is part of the Devon Domestic Abuse Service which provides support to high and medium risk victims of domestic abuse and their families. The main tasks for this role include:</p> <p>To provide a timely pro-active service to male and female victims of domestic violence and abuse, who have been assessed as being at high risk (10 and above); working within a multi-agency setting to ensure risk is reduced.</p> <p>To work closely with the local MARAC to ensure appropriate support for high risk victims that meet the MARAC threshold.</p> <p>Work with victims whose needs assessment identifies them as being likely to become high risk.</p> <p>Inform service users of their housing, civil and legal options and either directly facilitate access to services or refer on to appropriate providers. Provide ongoing support with aim to reduce risk and improve health and well-being.</p>

Main Duties

- Identify and assess the risks and needs of domestic abuse victims using an evidence-based risk identification checklist e.g. SafeLives DASH
- Focus on and prioritise MARAC high risk cases and provide a pro-active, short to medium term crisis intervention service through individual safety planning and personal support.
- Provide support for high risk victims and their family who have ongoing needs after their immediate high risk interventions have been completed.
- Advocate for high risk victims with agencies who can help to address the domestic abuse by:
 - Understanding the role of all relevant statutory and non-statutory services available to domestic abuse victims and how your role fits into them.
 - Providing advocacy, emotional and practical support and information to victims including in relation to legal options both civil and criminal, housing, health and finance.
 - Working directly with all key agency partners to address the safety of high risk victims and ensuring that their safety plans are coordinated particularly those being heard at 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.
- Ensure support provided is accessible to clients in terms of location and times
- Be proactive with your line manager in carrying out regular case reviews based on a review of risk and abuse which:
 - Feeds back into action planning to further progress, signpost or close cases and;
 - 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.
- 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.
- Utilise evaluation and monitoring systems to ensure high standards of service are consistently achieved e.g. Orchards Database, working to Leading Lights standards.

General

- Work at all times in accordance with the requirements of the Lone Working Policy and Procedure.
- Attend and contribute to team meetings.
- Update written and computerised records with accurate and clear information.
- Contribute to effective team working with a flexible and pro-active approach, including cover for other team members' holidays and sickness.
- Undertake agreed training and keep updated on changes in legislation, policy and best practice.

To engage in supervision, annual appraisal and induction training

Responsibilities

- The post holder will deal with highly confidential information relating to vulnerable people.
- Ensure security of data, especially sensitive personal data, in line with the information security policy
- Work within Splitz's Policies and Procedures at all times.
- Responsible for security of client information and mobile phone while out of office.
- Employees have responsibilities in respect of health and safety. In particular they will:
 - Co-operate at all times with management in the implementation of and adherence to health and safety policy and procedures;
 - Take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work;
 - Not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
 - Report all health and safety concerns to line managers;
 - Assist with the completion of the risk assessment programme.
- Any other duties that may be reasonably required