



## IRIS Advocate Educator Job Description and Person Specification

### JOB DESCRIPTION

<b>Position Title:</b>	IRIS Advocate Educator
<b>Hours:</b>	28 hours per week
<b>Salary:</b>	£21,811 - £23,377 pro rata
<b>Team:</b>	Devon

### Job description

#### 1. Key responsibilities:

- To provide specialist, individual and needs-led DVA/SV advocacy and support to female patients who are or have experienced DVA/SV who are referred from participating practices or self-refer, and to provide onward referrals where appropriate
- To provide signposting and onward referrals to male patients who are affected by DVA/SV
- Build and maintain effective relationships with general practice teams
- To provide ongoing specialist advice and support around DVA and SV to practice teams
- To encourage general practice health professionals to ask patients about their experience of abuse and respond, record, safety check and refer
- To provide feedback on case outcomes to referring clinicians
- To collect and collate performance and monitoring data for reporting purposes
- Provide in-house training & refresher training for general practice teams on understanding, recognising and responding to domestic violence and abuse (DVA) and sexual violence (SV)

#### 2. Advocacy and support work

- Provide support to women to increase their personal safety, and that of any children, and inform them of their rights and options in terms of housing, legal and welfare rights
- Provide direct assessment, casework support, advice, information and advocacy through telephone contact, and/or meetings at the relevant practice
- Develop good working relationships and liaise with outside agencies when needed
- Keep accurate records of all referrals received and of work done with or on behalf of service users, in line with IRISi requirements

#### 3. Practice-based work

- Arrange dates for refresher training sessions with practices
- Deliver the IRIS DVA and SV training to clinicians and non-clinical staff in participating general practices

- Promote awareness of the experiences and needs of women affected by DVA and SV, particularly in relation to their health
- Develop a good relationship with all general practice staff and work effectively as part of the practice team

#### 4. General

- Attend and participate in the local IRIS steering group meetings
- Contribute to monitoring and evaluation of the IRIS programme, by:
  - Collecting and collating all practice-based and referral and advocacy data and monitoring, and providing IRISi with this, as requested
  - Producing written reports as requested (e.g. quarterly reports, annual report), including for the local IRIS steering group
- Engage with the national IRIS Network and participate in IRIS Network events

Please note this job description is intended to outline the main duties of the post and may change as the post and organisation develops.

The contract for this role is permanent.

Within this role there are opportunities to work from home, however a full driving licence is required. The successful candidate will be given the opportunity to do accredited training.

Candidates will be required to do a short 5 minute presentation as part of the interview process.

## PERSON SPECIFICATION

It is desirable that the post holder has the following:

### **Knowledge**

1. Knowledge and understanding of the gendered nature of DVA and SV
2. Knowledge and understanding of the issues facing women who have experienced domestic violence and abuse and/or sexual violence
3. An understanding of the needs of women from diverse backgrounds affected by DVA and SV
4. Knowledge and understanding of trauma and trauma symptoms

### **Experience**

5. Experience of conducting needs and risk assessments
6. Experience of providing needs-led support to clients with a variety of support needs
7. Experience of building and maintaining partnerships with other agencies
8. Experience of delivering training to professionals

### **Skills and abilities**

9. Ability to work under pressure
10. Ability to plan own workload, to manage time effectively and to deal with changing and competing demands
11. Ability to think creatively and show initiative
12. Ability to communicate sensitively with women who may be distressed
13. Ability to establish and maintain appropriate boundaries when working with women who are experiencing crisis
14. Ability to communicate effectively with a range of professionals
15. Ability to instil confidence in health professionals and build relationships across all levels
16. Excellent verbal and written communications skills including report writing and presentation
17. Ability to maintain effective administrative and monitoring systems

### **Attitude and presentation**

18. Reliable and trustworthy
19. Efficient and punctual
20. Non-judgemental and non-directive approach to empowering women
21. Willingness to critically assess own performance and reflect on own practice

### **Values and ethos**

22. Commitment to working with a feminist ethos
23. Understanding of and commitment to equal opportunities

### **Education, qualifications & training**

24. Higher level education or similar/relevant professional qualifications
25. Formal / informal training in a range of gender violence issues

**The post holder must be female. Section 7 (2) (e) of the Sex Discrimination Act (1979) applies.**