

# ROLE DESCRIPTION

DATED: 14 June 2022



- Title:** Volunteer Role – EI Risk Assessments
- Reports to:** Early Interventions/Helpdesk Manager
- Locations:** Exeter, Sowton
- Availability:** Volunteers are asked to commit themselves to being available for between 4-10 hours per week. Hours volunteered are flexible and should be agreed with the Volunteer Manager. Volunteers may be asked to attend training, events and meetings, which may be in the evening or at weekends.
- Purpose of Role:** Referrals for our services are being received in very high numbers and our teams are exceptionally busy. To enable the Early Intervention Team to be able to make contact with people seeking support as quickly as possible you can help us by completing our DASH RIC assessments with clients. These assessments are completed by phone and the role will need to be in the Sowton office to ensure supervision is available. This role would be ideal for someone who is calm and empathic, methodical and with an eye for detail. This is an exciting time to be part of our leading Domestic Abuse and Sexual Violence organisation.
- Main tasks:**
- Make outgoing pre-booked assessment calls
  - Complete our DASH RIC assessment with service users, accurately recording responses
  - Log and save information to the database
  - Identify risks and flag to EI team where necessary
- Person Specification:**
- Excellent interpersonal and communication skills
  - Empathic and calm in approach
  - Methodical
  - Good organisational skills
  - IT skills – Data Entry, Office 365, Outlook, Excel, Word
- Training:** Splitz will provide induction training and in depth RIC training appropriate to the role. This role offers excellent experience in the heart of our organisation. Support and Supervision will be provided by the EI Team Manager. References can be requested after 3 months of active volunteering.
- Risks:** Highly confidential data  
Risk identification

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Measures:      Enhanced DBS and vetting  
                    Confidentiality agreement  
                    Risk training and Supervision