

JOB DESCRIPTION

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

Hours:	37
Holiday Entitlement:	25 days plus bank holidays
Salary:	£22,247 to 24,665
Pension:	Group personal pension plan, with employer contribution of up to 4%.

Vetting Requirements:	Enhanced DBS
Essential criteria	<p>Existing qualification as an IDVA or willingness to complete the training as part of the induction process. Successful completion of the training will be required to complete the Probation period of the post.</p> <p>Full driving licence and use of a roadworthy vehicle, with business insurance.</p>
General background	<p>This role is part of the Phoenix Project which provides individual and family support to domestic abuse and sexual violence victims and their children.</p> <p>The Independent Domestic Abuse Advisor (IDVA) will work within a multi-agency system to provide a proactive, person centred independent service for victims of domestic abuse, empowering choice through informed decision making. Key elements of the role include:</p> <ul style="list-style-type: none"> - Risk assessing and helping to keep service users safe (safety planning). - Enabling victims to access statutory and other services. - Engaging with and supporting the MARAC process, to ensure that the voice of the victim is heard. - Managing a caseload of high risk victims and working proactively to support them and their families. <p>In addition the role requires the building of effective relationships with other agencies that may support victims of domestic abuse, developing referral</p>

	<p>pathways and creating outward facing information resources and campaigns to raise awareness and build confidence in reporting domestic abuse.</p> <p>The IDVA will be required to work to the Leading Lights Quality Standards for services supporting victims/survivors of domestic abuse.</p>
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Role purpose

- To provide a high quality frontline service to victims/survivors of domestic abuse, delivering a service to those at highest risk.
- To work effectively within a multi-agency framework consisting of the MARAC and local partnership responses to domestic abuse in order to reduce the risk for victims/survivors.
- Give practical and personal support to high risk victims/survivors of domestic abuse.
- To work alongside the wider Phoenix team to deliver a “whole family” approach to supporting victims/survivors of domestic abuse.

Main Duties

- Identify and assess the risks and needs of domestic abuse victims/survivors 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/survivors of domestic abuse to help them access services to keep them and their children safe.
- Advocate for high risk victims/survivors 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/survivors and how your role fits into them.
 - Providing advocacy, personal and practical support and information to victims/survivors including in relation to legal options, housing, health and finance.
 - Working directly with all key agency partners to address the safety of high risk victims/survivors 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/survivors and any children, while maintaining an independent role on behalf of your client, keeping their safety as central to any response.

- Be proactive with your line manager in carrying out periodic 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 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/survivors 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.
- Act as duty officer for Phoenix, as part of a duty rota system. Duty shifts take place in the Trowbridge Office, Monday to Friday, 9-5.
- Support and deliver group-work to assist the wider Phoenix Team, as agreed with your manager and the Phoenix Manager.

Health and Safety

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

General

- Work at all times in accordance with the requirements of the Lone Working Policy and Procedure.
- To participate in a duty rota to ensure that a member of the IDVA team is present in the office, on all working days, for consultation and enquiries with wider team members as needed.
- 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.