

**Independent Domestic Violence Advisor**

**(IDVA)**

**Job Description**

Responsible to: IDVA Team Manager

Responsible for: No staff

Objective of the Post: To work with victims of domestic abuse assessed as being at high risk

To participate in the care plan of victims referred to the local Multi-agency Risk Assessment Conference (MARAC)

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| IDVA Service Delivery | * Provide crisis support and advocacy to victims of domestic abuse who have been assessed as being at high risk. * Carry out and record an assessment of the needs and risk of each case. * Develop and implement a structured support plan with service users, and regularly review the plan. * Participate in local Multi-agency Risk Assessment Conferences (MARACs) to represent the needs of service users and to implement multi-agency care plans. * Support service users through the legal, criminal or civil justice systems. * Provide practical assistance to clients on safety planning and relevant aspects of independent living, and ensure that they have access to the services that can be provided by other agencies as appropriate. * Support the empowerment of service users, and assist them in recognising the dynamics of domestic violence * Collect monitoring and evaluation information |
| Safeguarding Children and Vulnerable Adults | * Participate in the work of safeguarding children and vulnerable adults, following WMWA policies and procedures, and the policies and procedures of the Local Children and Adult Safeguarding Boards |
| Joint Working | * Work closely with other support workers in the organisation to ensure that service users have access to the full range of services provided by WMWA. * Work in collaboration with other agencies and facilitate joint working on behalf of service users where appropriate * Be able to undertake external training and presentations/workshops. |
| Service User Involvement | * Promote and facilitate service user consultation and feedback |
| Out of Hours | * Provide 4 sessions of out-of-hours cover per month on the helpline and on-call rotas (evenings & weekends) |
| General Duties | * Attend supervision sessions and IDVA team meetings * Undertake training as agreed at supervision sessions * Take active steps to work within a framework of equal opportunities and anti-discriminatory practice * Undertake all other reasonable duties as required by IDVA Team Manager in furtherance of the objectives of this post |



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**Person Specification**

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| Qualifications | * Minimum A-level standard of education or equivalent |  |
| Experience | * Experience of advocacy and support work with vulnerable people * Experience, paid or unpaid, of working within the voluntary sector |  |
| Skills and Abilities | * Good active listening skills * An ability to manage tense situations and crisis manage * An ability to liaise and communicate effectively (both orally and in writing) with a wide range of people including colleagues and other professionals * Ability to work co-operatively with other professionals on behalf of service users * IT skills – ability to use outlook, word, excel and record information on a database * Ability to organise workload and respond to unplanned demands * Ability to work effectively within a team * Ability to work with minimal supervision on a day-to-day basis, within agreed schedules and guidelines |  |
| Knowledge | * Knowledge and understanding of domestic abuse issues, and the needs of women and children affected by it * Knowledge of safeguarding children and vulnerable adults, and child protection processes and practice * Working knowledge of disability, mental health and drug and alcohol issues * Basic knowledge of benefits and legal assistance available to those seeking freedom from domestic abuse, including housing, civil law and criminal justice processes |  |
| Personal Qualities | * Understanding of and commitment to anti-discriminatory working practices * Commitment to Women’s Aid values and ethos * Commitment to the empowerment of women and children affected by domestic abuse |  |
| General Requirements | * Car user essential with daily access to a vehicle * Willingness to complete Safelives training or Women’s Aid equivalent |  |