EDAN Lincs



IDVA-Independent Domestic Violence Advisor

Job Description

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| Job Title: **Independent Domestic Violence Advisor (IDVA)** | **Version: 10/19** |
| Band: **£25,500 - £28,500** |
| Reports To: **IDVA Project Manager** |
| **1** | **Purpose of Job**: * To provide a high-quality frontline service to victims of domestic abuse, delivering a service to those at highest risk.
* To work within a multi-agency framework consisting of the MARAC and local partnership responses to domestic abuse.
* IDVAs work with survivors and other agencies and monitor the care pathway.
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| **2** | **Main Responsibilities, Tasks and Duties:** |
|  |  | Working with victims of domestic abuse to help them access services to keep themselves and their children safe. |
|  |  | Focussing on high risk victims, provide a pro-active, short to medium term service based on the care pathway and incorporating risk assessment and safety planning. |
|  |  | Work with high risk victims of domestic abuse to help them access services to keep them and their children safe. |
|  |  | Support the empowerment of the client and assist them in recognising the dynamics of domestic abuse, and help them regain control of their lives. |
|  |  | 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, 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 through the MARAC.
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|  |  | In accordance with your organisation’s case management policy:  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.
* Provides feedback to your clients/agencies.
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|  |  | Respect and value the diversity of the community in which the service works in, and recognises the needs and concerns of a diverse range of survivors ensuring the service is accessible to all.  |
|  |  | Keep and maintain accurate and confidential case management records, and contribute to monitoring information for the project. |
|  |  | Understand multi-agency partnership structures and work within a multi agency setting which will include participation at the MARAC.  |
|  |  | Support colleagues and partner agencies, through awareness raising and institutional advocacy, in order to provide the best possible service for victims of domestic abuse. |
|  |  | Comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work. |
|  |  | To undertake any other reasonable duties as required by the IDVA Project Manager and ‘Domestic Abuse Strategic Management Board’ (DASMB) |
|  |  | To ensure that professional boundaries are always maintained when working with service users, colleagues, and other agencies.  |
|  |  | Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice. |
|  |  | To undertake any other reasonable duties as required by the Trustees. |
| **3a** | **Management of People:**  |
|  | None |
| **3b** | **Supervision of People:**  |
|  | None |

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| **4** | **Creativity and Innovation:** |
|  |  | To contribute to creating a culture and environment that is forward thinking and positive; be open to new ideas and suggestions from staff members and others; be alert to efficiencies and improvements that might be made in the service and take steps to implement them. |
|  | Ensure the service recognises the needs and concerns of a diverse range of survivors, and addresses them appropriately by working proactively to ensure that a non-discriminatory service is accessible to all eligible clients. |
| **5** | **Contacts and Relationships:** |
|  |  | To develop and maintain relationships with service users, other agencies and organisations, local councils and other relevant bodies and referral agencies, including attending meetings when required |
|  |  | To provide informal education on domestic abuse to service users, partner agencies and the wider community |
| **6** | **Decisions:** |
|  |  | **Discretion –** *The post-holder has the following discretions:-** To take decisions regarding the day to day protection and support of men, women, children and young people in accordance with agreed policies and procedures
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|  | **Consequences –** *The consequences of the post-holder’s decisions can be anticipated to impact on the following:-** The welfare and safety of service users and colleagues and the smooth running of the project
* The safety and security of equipment
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| **7** | **Resources:** *The post-holder is personally accountable/responsible for the following:-* |
|  |  | Providing direct support and crisis intervention to high risk victims of domestic abuse and their families. |
|  |  | Ensuring appropriate use and maintenance of WLDAS’s equipment and resources |
| **8** | **Work Environment** |
|  |  | **Work Demands** * Remote /mobile work – A requirement to be independent, self disciplined, good communicator
* To maintain accurate and up to date records in accordance with required procedures
* To change work practices as required by conflicting priorities
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|  |  | **Physical Demands** * Impact of workstation environment i.e. typing, VDU
* Driving to locations in rural areas
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|  |  | **Working Conditions** * Potential exposure to unpleasant and unhygienic conditions created by service users within Refuge accommodation or to the poor personal hygiene of some service users.
* Potential exposure to infectious diseases
* Contribution to the provision of out of hours service
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|  |  | **Work Context** * Stress of providing direct support to individuals with complex needs
* Potential risk to personal safety and belongings due to exposure to aggressive/violent behaviour from some service users and/or perpetrators of domestic abuse
* Potential exposure to verbal abuse
* Risks associated with driving in rural areas
* Lone working – see Policies and Procedures for guidance
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| **9** | **Knowledge and Skills**: |
|  |  | A sound understanding of domestic abuse and how it affects men, women and children |
|  |  | Ability to maintain clear and precise records and statistics |
|  |  | Good communication skills |
|  |  | Knowledge of the current issues and good practice guidelines related to working with those who have/are experiencing domestic abuse. |

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| **10** | **General:**  |
|  |  | Manage personal resources and own professional development.  |
|  |  | Promote a health and safety culture within the workplace. |
|  |  | Completion of CAADA IDVA Training |
|  |  | Full driving licence and the use of a car. |

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| **Other Duties -** The duties and responsibilities in this job description are not exhaustive The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post-holder |
| **Equal Opportunities -** The post-holder is required to carry out the duties in accordance with EDAN Lincs Equal Opportunities policies |
| **Health and Safety -** The post-holder is required to carry out the duties in accordance with the EDAN Lincs Health and Safety policies and procedures |
| **Safeguarding** – EDAN Lincs is committed to safeguarding and promoting the welfare of people experiencing domestic abuse, children, young people and vulnerable adults. All staff have an absolute responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities. They must be aware of their obligation to work within and do nothing to prejudice the safeguarding policies of the Trust |
|  | Name: | Signature: | Date: |
| Job Description written for EDAN Lincs by: | ....................…… | ....................… | .............. |
| Job Description agreed by: [Post-holder] | ....................… | ....................… | .............. |
| **Job Evaluation -** This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by EDAN Lincs.Note: Qualifications and Experience headings are included in the Person Specification |