

Job Title: <b>Independent Domestic Violence Advocate</b>	Reporting to: <b>Front Line Services Manager</b>
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Job Purpose: To provide a pro active, short to medium term service in a multi-agency framework, focussing on high risk victims of domestic violence to keep them safe.  
 IDVAs work with survivors and other agencies and monitor the care pathway

Technical Qualifications & Experience	Accountabilities & Responsibilities	Key Performance Indicators	Competencies Required for Role 1 > 5 5 = key to role 1 = no or low
<p><b>Qualification</b> e.g. nursing, social worker, probation, Safe Lives or equivalent certificate. <b>(Desirable)</b></p> <p><b>Essential Experience:</b> Managing a caseload, teamwork, working collaboratively with other agencies, at least 2 years' experience of working with women and / or vulnerable adults.</p> <p><b>Essential Skills:</b> Crisis management, good communication, boundary management, competent IT skills, clean driving license.</p> <p><b>Personal Qualities:</b> Proactive, compassionate, commitment to personal development, team worker, non-judgemental.</p> <p><b>Knowledge: (Essential)</b> Impact of DV on victims &amp; children, child protection issues and responsibilities, risk assessment and safety planning, equal opportunities in practice.</p> <p><b>Knowledge (Desirable) :</b> Broad Knowledge of civil and criminal justice remedies relating to domestic abuse Understanding of DV sector and role and remits of statutory and voluntary agencies in the sector.</p>	<ol style="list-style-type: none"> <li>1. To work with high risk victims of domestic abuse and help them to access services to keep them and their children safe.</li> <li>2. Provide a pro active, short to medium term service based on the care pathway model incorporating risk assessment and safety planning.</li> <li>3. Support the empowerment of the client and assist them in recognising the dynamics of domestic violence.</li> <li>4. To carry out risk assessments and safety planning as required.</li> <li>5. To identify and refer women to specialist support / training resources as required.</li> <li>6. To keep and maintain accurate and confidential records and contribute to monitoring information for the project.</li> <li>7. Support colleagues through peer supervision and partner agencies through awareness raising and institutional advocacy to provide the best possible service to victims of domestic abuse.</li> <li>8. To work within the organisation's operational policies and overall philosophy.</li> <li>9. To work within a multi-agency environment and keep clients safety as central to all co-ordinated responses.</li> <li>10. To participate in MARACs as required.</li> <li>11. Support clients to access the services on an equitable basis.</li> <li>12. To work fully within all the expectations of the NWWC with specific regard for equality &amp; diversity.</li> <li>13. To take responsibility for personal training &amp; development.</li> <li>14. Maintain and develop relationships with partner organisations.</li> <li>15. To ensure relevant legislative compliance.</li> <li>16. To assist in any and all other reasonable matters that may arise under the direction of the M.D. &amp; Management Committee.</li> </ol>	<p>Respond to referrals from either crisis calls, or referral agency.</p> <p>Carry out risk assessments as necessary and report issues arising adhering to policy on POVA and child protection.</p> <p>Provide Initial crisis support – to include: information and options, referral to appropriate agencies, safety planning.</p> <p>Attend MARACs and respond as necessary.</p> <p>Prepare Individualised Service Plans for clients.</p> <p>Provide support by phone or in person.</p> <p>Refer victims to resources, criminal and civil remedies, health, accommodation, target hardening, other support networks.</p> <p>Complete casework notes and documentation Carry out exit paperwork and service user evaluations.</p> <p>Provide awareness raising and advocacy to provide the best possible service to victims of domestic abuse i.e. to court staff / solicitors.</p> <p>Attend staff meetings – reporting on issues and developments.</p> <p>Attend weekly PPU meetings.</p> <p>Provide monthly stats, case reviews and quarterly reports as directed.</p>	<p>Working in teams 5</p> <p>Managing risk 3</p> <p>Technical knowledge 3</p> <p>Decision making 5</p> <p>Communication 5</p> <p>Relationships (funders &amp; partner organisations) &amp; quality 5</p>