

JOB DESCRIPTION

Job Title:	Independent Domestic Violence Advisor (IDVA)
Responsible To:	Islington SASS Team Manager
Responsible For:	Providing a proactive culturally sensitive and supportive service for women identified as being at high risk of imminent harm as a result of domestic abuse
Conditions of Service:	37.5 hours per week 25 days annual leave rising to 30 days per annum Public Holidays 6 month probationary period 3% matched contribution to SWA stakeholder pension scheme
Salary:	£27,500
Contract:	Fixed Term – to March 2018 (with a possibility of an extension)
Location:	Islington

Main Purpose of Job

The role of an Independent Domestic Advisor (IDVA) is to provide a proactive service to victims/survivors identified as experiencing domestic abuse (inclusive of sexual violence) within a co-location setting as well as the Islington Solace Advocacy and Support Service. The role will include co-location within various Social Care teams taking relevant referrals and providing advice to practitioners within a multi-agency framework. The role will work with victims/survivors and any children in their care identified as being at high risk of imminent harm as a result of domestic violence and abuse.

Key Responsibilities:

Providing a high quality case work support and information service to women/girls who have experienced domestic and/or sexual violence

- Support women who experienced domestic and sexual abuse to access services to keep themselves (and their children) safe, in accordance with Safe Lives IDVA Charter
- Provide 1 to 1 casework support to women over the phone, in community venues or at SWA's offices
- Advocate on behalf of clients with external agencies where appropriate, including at the MARAC

- Co-ordinate risk management with external and community agencies

Contributing to the performance of SWA and ensure service standards and contract requirements are met

- Contribute to team meetings and the team work plan
- Attend case review meetings and contribute to effective communication across the team
- Keep and maintain accurate and confidential records of all work undertaken
- Attend regular supervision with line-manager and appraisals

Positively promoting SWA Services

- Ensure publicity material is effectively distributed and contribute to its development
- Represent the team at relevant key meetings and forums
- Build effective relationships with both internal/external partners and other agencies

Contribute to service user feedback and voice in service delivery and service development.

- Encourage service users' participation in service development, continuous improvement and feedback exercises
- Ensure service users know how to make a complaint about services and report and assist in managing any complaints made to you about the service
- Collect and report on service user recommendations for service improvement

Ensuring that creative and effective relationships are established with other SWA teams and external organisations, particularly those that offer a service to our service users

- Participate in effective partnership working in the borough, working in conjunction with other Solace teams and your line manager
- Identify opportunities for training and development of key partners in our areas of work
- Meet all legal and contractual reporting requirements in relation to service delivery
- Ensure excellent working relationships with other SWA services

Corporate Responsibilities

- Ensure that all Solace's policies and procedures in your work area are up to date
- Ensure effective implementation of Solace's Equality and Diversity policies and ensure awareness and integration of an equalities and human rights agenda in all your work
- Ensure that the service user is at the heart of all service delivery and development
- Attend all meetings and training relevant to your role
- Attend regular team meetings, ensuring that you contribute to effective working practice and communication
- Act as an ambassador for Solace

Carry out other duties appropriate to the post as requested by your line manager.

Whilst every endeavour has been made to outline the duties and responsibilities of the post, these duties are not exhaustive.

PERSON SPECIFICATION

Your application should give clear examples of your experience, knowledge, skills and abilities gained in both paid and/or unpaid (volunteer) work for **each** of the Person Specification criteria.

Experience	A minimum of 1 years' experience of working as a qualified IDVA
	Experience of risk assessment and management and safety planning
	Experience of working in partnership with a range of statutory and voluntary sector practitioners
	Experience of managing own caseload, working under pressure and prioritising workload
Knowledge + Understanding	CAADA /Safe Lives/Women's Aid IDVA or DAPA qualification
	Have a good understanding of the causes and dynamics of domestic abuse including its impact on Victims/survivors and their children
	Have a good understanding of partnership working in a statutory and co-located setting
	Have knowledge and to be able to confidently advise on the range of options available to survivors of domestic abuse including safe housing, criminal justice and civil remedies
	Understanding of barriers and challenges victims/survivors face when seeking help
	Knowledge of Safeguarding (adults and children)
Skills + Abilities	Have the strong crisis management skills and the ability to deal with challenging situations
	Effective negotiation, advocacy and interpersonal skills, at all levels
	Excellent literary and administrative skills including ability in information technology and data collection.
	Ability to be self-motivating, work on own initiative and as part of a team
	Strong written and verbal communication skills.
Values + Ethos	A thorough understanding of anti- discriminatory work and practice
	A commitment to the values and ethos of Solace Women's Aid
	A commitment to fostering innovation in working practice
	A flexible approach to your work
	A commitment to respecting and valuing service users' perspectives and involvement in Solace

