

# JOB DESCRIPTION

<b>Job Title:</b>	Independent Domestic Violence Advisor (IDVA)
<b>Responsible To:</b>	Service Manager
<b>Conditions of Service:</b>	<ul style="list-style-type: none"> <li>• 37.5 hours per week</li> <li>• 25 days annual leave rising to 30 days per annum</li> <li>• Public Holidays</li> <li>• 6 month probationary period</li> <li>• 3% matched contribution to SWA stakeholder pension scheme</li> </ul>
<b>Salary:</b>	<p>Qualified applicants (with an accredited VAWG /domestic abuse qualification) dependent on experience: £26k – £28.5k per annum</p> <p>Unqualified applicants, dependent on experience: £24.5k – £25.5k per annum with the potential to gain a qualification and move to the qualified band.</p>
<b>Contract:</b>	Fixed term contract for one year with possibility of extension
<b>Location:</b>	Waltham Forest

## Main Purpose of Job

To provide a pro-active service to women, men and any children in their care identified as being at risk of imminent harm as a result of domestic violence and abuse.

## IDVA Responsibilities

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

- To work with female and male survivors (aged 16+) of domestic abuse using a crisis intervention approach
- To carry out DASH risk assessments in a timely manner and refer high risk cases to

## **MARAC**

- To work with survivors to agree safety and support plans working to reduce risk and meet identified needs including making referrals to other services
- To provide an effective and well managed case work service working to targets agreed in the safety and support plan and to act as an advocate for survivors keeping their safety at the centre of all coordinated responses.
- Attend the Multi Agency Risk Assessment Conference (MARAC), external meetings and forums where appropriate
- To actively and positively engage with partner agencies, providing appropriate advice and support, to ensure survivors are receiving a high standard and seamless service through a multi-agency and coordinated response

## **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
- Work with volunteers (where feasible) to enhance the capacity of the service
- 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

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.

<b>Experience</b>	Demonstrable experience of working with women affected by domestic and sexual abuse
	Experience of managing own case load, working under pressure and prioritising workload.
	Experience of risk assessment & management, and safety planning
	Experience of multi-agency partnership working
	IDVA or DAPA qualified, (or willingness to train to gain the qualification)
<b>Knowledge + Understanding</b>	A sound working knowledge of housing, welfare and policy relating to domestic and sexual violence
	A sound working knowledge of the practical, emotional, social and economic issues facing women and children affected by domestic and sexual violence
	Knowledge of Safeguarding (adults and children)
<b>Skills + Abilities</b>	Excellent written and verbal communication skills.
	Competent in the use of Microsoft office packages, i.e. Word, Excel and Power Point
	Effective negotiation, advocacy and interpersonal skills, at all levels
	Ability to collect and collate data and write reports as appropriate to this role
	Strong crisis management skills
	Ability to be self-motivating, work on own initiative and as part of a team
	Ability to liaise and work well with a diverse range of stakeholders
<b>Values + Ethos</b>	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