Job Description

Job Title: Independent Domestic Violence Advisor

POSCODE: CCC0611

Grade: Scale 6 to SO1

Overall purpose of the job

The DASV Partnership is responsible for the Independent Domestic Violence Adviser Service, working directly with high-risk victims of domestic abuse and the Multi-Agency Risk Assessment (MARAC) process. The Partnership also coordinates Domestic Abuse Related Death Reviews and leads on work to ensure the Local Authority meets it's statutory duty for safe accommodation for victims of domestic abuse.

The postholder will work with victims who are experiencing or have experienced domestic abuse to increase their safety, and where applicable that of their children, by providing support by telephone or face to face, and to assist other aspects of the service as appropriate in order to reduce repeat victimisation, such as supporting through court processes

Main accountabilities

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1.	To undertake risk assessments and risk manage cases identified as a priority. To provide flexible crisis support service to victims experiencing, or who have experienced domestic abuse in a way which demonstrates respect and understanding for their individual circumstances with the aim of increasing their safety and that of their children, enabling them to increase their understanding of domestic abuse and its effects and to make informed choices for their future.
2.	To act as an advocate on behalf of the victim where appropriate, including writing letters or reports, and accompanying victims to outside agencies e.g. housing departments, social services, solicitors, crown prosecution service, civil & criminal courts, taking into account personal safety and complying with Health and Safety and Equal Opportunities legislation and procedures at all times.
3.	To be alert to the risks and needs of children living with domestic abuse and to consult with the line manager as cases arise which cause concern about the safety and protection of children, and with support refer cases to the appropriate agencies. Discuss other cases as appropriate between supervision sessions.
4.	To maintain confidential client records, sharing and managing information in accordance with the General Data Protection Regulations,and other relevant legislation. This will include maintaining records and statistical information on work carried out with survivors of abuse to meet the requirements of funders, the Domestic Abuse and Sexual Violence Strategic Board, and to provide data as part of the ongoing evaluation of the service.
5.	To collate information about, and develop effective working relationships with, agencies to which victim's may refer themselves or be referred for further help, including maintaining up to date information on relevant legal, housing and welfare issues, and to identify and challenge practice wherever it occurs which increases risks to victim's and their children's safety.
6.	To carry out additional appropriate work related to the development of the domestic abuse service as requested by the line manager or Domestic Abuse and Sexual Violence Strategic Board.

7.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
8.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.
9.	**Safeguarding commitment** We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	**Subject**	**Essential/ Desirable**
Educated to A level, NVQ3 or equivalent standard	GNVQ, Certificate in Management, BTECH	**Essential**
Bachelor's degree or equivalent professional qualification		**Desirable**
Attendance and completion of the Safe Lives Independent Domestic Violence Advisor Course (to allow progression to payscale SO1)		**Desirable**

Minimum levels of knowledge, skills and experience required for this job

Identify	**Essential/ Desirable**
Knowledge	
Awareness of current legislation and Home Office guidance in relation to domestic abuse.	**Essential**
Knowledge of the nature of domestic abuse and its effects on victims and their children.	**Essential**
Knowledge of why perpetrators use abusive behaviours towards victims in relationships.	**Essential**
Understanding of abusive behaviours in other family relationships including on male victims, and in same sex relationships.	**Essential**
Knowledge of the range of statutory and voluntary agencies with which victims and children may come into contact when experiencing domestic abuse.	**Essential**
Knowledge of effects of domestic abuse on children.	**Desirable**
Knowledge of Criminal Justice System in relation to domestic abuse and other legal options available to victims experiencing domestic abuse.	**Desirable**
Knowledge of legal, welfare & housing rights of victims experiencing domestic abuse.	**Desirable**
Knowledge of General Data Protection Regulations & Crime & Disorder Act and Immigration legislation relating to domestic abuse victims.	**Desirable**

Skills		
Communicate clearly, tactfully and effectively with a range of people by telephone, in writing, or and in person, often over sensitive and/or complex issues.		**Essential**
Prioritise, manage and case record own workload and work flexibly to meet the needs of the project.		**Essential**
Ability to take initiative and to problem solve.		**Essential**
High level of influencing and advocacy skills.		**Essential**
Ability and willingness to develop skills to enhance practice and the service.		**Essential**
Ability to work on own or as a part of a team		**Essential**
Administrative and computer skills in word processing & e-mail.		**Essential**
Understanding and commitment to Equal Opportunities and anti-oppressive practice.		**Essential**
Commitment to supporting all victims of domestic abuse regardless of ethnicity, gender or sexuality.		**Essential**
Have a commitment to confidentiality and safety of self and others.		**Essential**
Aptitude for working in a self-confident manner.		**Essential**
Aptitude for being: a team player, flexible and reliable.		**Essential**
To be positive and constructive in the promotion of good practice to safeguard women and children.		**Essential**
Experience		
Experience of working with those affected by domestic abuse.		**Essential**
Experience of using Word, Excel, and Outlook software		**Desirable**
Commitment to working inter-professionally and inter-agency.		**Essential**
Special Requirements		
Ability to travel across the whole county.		**Essential**
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	**Essential**
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	**Essential**
Safeguarding (applies to all roles working with children/vulnerable adults).	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	**Essential**

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	**Hybrid**	Field	Remote	Mobile