

## **JOB DESCRIPTION**

**Job Title: INDEPENDENT DOMESTIC VIOLENCE ADVISOR**

**Directorate: Public Protection**

**Service: People and Communities**

**Reports to: IDVA Service Manager**

**Grade: Scale 6 to SO1**

**Location: Cambridgeshire, MASH, Unit A, Chord Park, Godmanchester, London Road, PE29 2QB**

**Hours: 37**

### **Job Purpose:**

To work with victims who are experiencing or have experienced domestic violence to increase their safety, and where applicable that of their children, by providing crisis support by telephone or face to face, and to assist other aspects of the service as appropriate in order to reduce repeat victimisation.

### **Principal Accountabilities**

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 violence and its effects and to make informed choices for their future 30%.
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 20%.
3. To be alert to the risks and needs of children living with domestic violence 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 10%.

4. To maintain confidential client records, sharing and managing information in accordance with the General Data Protection Regulations, the Crime & Disorder Act 1998, the Human Rights Act, Articles 2& 3, The Care Act 2014 and the Children Act 2004. This will include maintaining records and statistical information on work carried out with survivors of abuse to meet the requirements of funders, the County Steering Group, and to provide data as part of the ongoing evaluation of the service 20%.
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 10%.
6. To carry out additional appropriate work related to the development of the domestic violence service as requested by the line manager or County Domestic Violence Steering Group 10%.

## **PERSON SPECIFICATION**

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

### **Education, Qualifications & Training**

Essential:

- Educated to A level, NVQ3 or equivalent standard (e.g. GNVQ, Certificate in Management, BTECH)

Desirable:

- Bachelor's degree or equivalent professional qualification
- Attendance and completion of the Safe Lives Independent Domestic Violence Advisor Course

### **Knowledge & Experience**

### Essential:

- Experience of working with those affected by domestic violence.
- Awareness of current legislation and Home Office guidance in relation to domestic abuse.
- Knowledge of the nature of domestic violence and its effects on women and children.
- Knowledge of why men use abusive behaviours towards women in relationships.
- Understanding of abusive behaviours in other family relationships including on male victims, and in same sex relationships.
- Knowledge of the range of statutory and voluntary agencies with which women and children may come into contact when experiencing domestic abuse.

### Desirable:

- Knowledge of effects of domestic abuse on children.
- Knowledge of Criminal Justice System in relation to domestic violence and other legal options available to women experiencing domestic abuse.
- Knowledge of legal, welfare & housing rights of women experiencing domestic abuse.
- Knowledge of General Data Protection Regulations & Crime & Disorder Act and Immigration legislation relating to domestic abuse victims.

### **Skills & Attributes**

#### Essential:

- 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.
- Prioritise, manage and case record own workload and work flexibly to meet the needs of the project.
- Ability to take initiative and to problem solve.
- High level of influencing and advocacy skills.
- Ability and willingness to develop skills to enhance practice and the service.
- Ability to work on own or as a part of a team.
- Administrative and computer skills in word processing & e-mail.
- Understanding and commitment to Equal Opportunities and anti-oppressive practice.

#### Desirable:

- Experience of using Word, Excel, and Outlook software.

### **Special Requirements**

#### Essential:

- Ability to travel across the whole county.
- Aptitude for working in a self-confident manner.
- To be positive and constructive in the promotion of good practice to safeguard women and children.

- Aptitude for being: a team player, flexible and reliable.
- Have a commitment to confidentiality and safety of self and others.
- Commitment to working inter-professionally and inter-agency.
- Commitment to supporting all victims of domestic abuse regardless of ethnicity, gender or sexuality.

Desirable:

- Full clean driving license
- Ability to confidently do presentations/deliver training relevant to the role.

**Behaviours**

**Working Together:**

- I identify needs and initiatives for joint approaches to delivering services
- I work across and outside typical groups

**Integrity:**

- I proactively identify and reliably respond to challenges to improve customer satisfaction
- I communicate this to colleagues and customers effectively

**Respect for others and public resources:**

- I can identify the impact of my work on colleagues and customers
- I assess future needs and challenges, and put measures in place to meet these, appropriate to the groups affected.

**Excellence:**

- I respond to and tackle current and future challenges, providing solutions in the work I undertake