

# STAYING SAFE

## INDEPENDENT DOMESTIC VIOLENCE ADVISOR

### JOB DESCRIPTION

SO1 Pts 23- 25

#### PRIMARY OBJECTIVE

- To provide a specialist, proactive, culturally appropriate, risk-led response to high risk and very high risk victims of domestic violence with the aim of reducing risk and repeat victimisation.
- To provide support that reflects the service users' individual risks and needs.
- To work with the other Staying Safe team members to ensure continuity and effective delivery of the work.
- The IDVA will be based at WomenCentre.

#### WORKER'S ROLE AND RESPONSIBILITIES

- To take self-referrals from adults over 18 years who are victims of domestic abuse from an intimate partner or from a family member (either by telephone or in person) and offer them emotional support, as well as practical advice and information, to enable them to make informed decisions.
- To attend the Calderdale DRAMM (Daily Risk Assessment Multi-agency Meeting) as required.
- To process high risk and very high referrals from the DRAMM and other agencies and to engage service users to offer them individual support.
- To provide new and repeat victims of domestic abuse with a risk-led response that reflects their individual risks and needs and to refer to MARAC when appropriate.
- To provide effective and comprehensive safety and support planning work, that may include support around forced marriage, honour based violence, FGM and no recourse to public funds.
- To develop Individualised Safety and Support Plans (ISSP) with each service user.
- To explain housing, civil and criminal legal options to service users.
- To support service users through both criminal and civil legal proceedings, supporting at court when required and liaising with other partner agencies involved.
- To work closely with the police and other relevant agencies when a service user disengages or refuses support.
- To meet people on an individual basis in safe accessible locations in the community.
- To liaise with other agencies on behalf of service users.
  - Where appropriate, to accompany service users to appointments with other agencies e.g. solicitors and housing.
  - To refer to the Sanctuary Scheme, if needed.
  - To regularly review risk and amend the ISSP as necessary.
  - To advocate on behalf of service users to ensure that they receive services to which they are entitled.

- To encourage and support clients to act for themselves and engage with services that can help them.
- To provide support letters for service users to other agencies.
- To pro-actively ensure that a non-discriminatory service is provided which is equally accessible to all eligible service users.
- To maintain up-to-date records and contribute to data collection and reporting in accordance with referral, case management and monitoring and evaluation policies and procedures.
- To work in accordance with WomenCentre Policies and Procedures particularly with regard to Health & Safety, Safeguarding Adults & Children and Public Protection.
- To have knowledge and understanding of the legal framework in relation to the protection of children including the policy and procedures of the local Safeguarding Children's Board and, where necessary, to make referrals.
- To have knowledge and understanding of the Early Intervention Single Assessment (EISA) process and procedures and the Calderdale Continuum of Need and Response.
- To facilitate client feedback and evaluation.
- To work alongside and offer support to volunteers in the Staying Safe Team.
- To support social work students on placement and facilitate their learning.
- To attend Staying Safe Team Meetings.
- To attend one to one supervision sessions and group clinical supervision.
- To undertake training identified through one to one supervision.
- To assist in delivering multi-agency training and briefings to other teams/agencies, if required, to support the capacity building and training elements of the contract.
- To develop and deliver group work, if required eg Freedom Programme and recovery groups
- To submit time sheets and claim forms for travelling and other expenses.

**Supervision Received** Supervision will be provided by the Staying Safe Manager or Deputy Manager.

Clinical group supervision by an external counsellor

**Responsibility for Assets** The post holder will have access to confidential and sensitive information.

**Internal Contacts** Service users, staff, volunteers, students on placement and board members.

**External Contacts** Representatives from voluntary and statutory organisations, members of the public.

**This job description is subject to amendment at any time dependent on the needs of the Calderdale Staying Safe contract and WomenCentre.**