

Job Role:	Independent Domestic Violence Advisor (IDVA)
Service:	Corporate Community Safety Team /Family Safety Unit
Reports to:	IDVA Service Manager
No. of Subordinates:	0
HR USE ONLY	
Job Role Ref:	
Job Family:	
Grade:	Band F

JOB ROLE PURPOSE

Deliver risk focused support and management to victims and families experiencing high risk domestic abuse and potential homicide. Ensuring the safeguarding of adults, children and young people and families balancing safety with empowerment to protect people from abuse.

KEY TASKS

1. Work within all national and local protocols, policies and procedures in relation to Domestic Abuse and Harmful Practice, keeping up to date with changes in policy and legislation.
2. Work across organisational boundaries applying specialist skills, knowledge and professional judgement helping to ensure a multi-agency service is delivered.
3. Liaise with colleagues across departments and external agencies including Police, Probation, Health and Childrens services in order to gather information relevant to risk assessment and safeguarding, often required urgently
4. Acting as duty IDVA responsible for managing all high risk referrals into the Family Safety Unit to review, assess and identify risk and appropriate safety measures. Responsible for case allocations to IDVA team
5. Responsible for ensuring all statutory safeguarding concerns are shared and co-worked with relevant agencies including Police CYPD, NHS and Probation to manage high risk victims of domestic abuse at risk of serious harm and homicide and assist in the management of high risk offenders
6. Responsible for management of complex and protracted cases of domestic abuse with the aim of preventing and reducing repeated offences
7. Critically analyse and accurately record information; ensuring effective assessment, planning and implementation of safety plans and risk management
8. Responsibility for daily case management of clients and their families, and maintenance of case notes, referrals to other agencies, and report writing

9. Responsible for advocating on behalf of clients, including attendance at relevant statutory or professional meetings, or at Criminal Court and Family Court as an expert witness.
10. Manage and co-ordinate an emergency package of care and support to clients and their children at risk of serious harm or homicide who present themselves to the Family Safety Unit at a point of crisis; requiring working out of normal office hours and out of borough for emergency housing placements.
11. Act as a Harmful Practice advisor in all child and adult safeguarding cases where Honour Based Violence, Forced Marriage or Female Genital Mutilation is suspected or is taking place, providing specialist advice and support to other professionals including Police, social workers, health professionals and Probation
12. Act as the domestic abuse single point of contact for MASH to triage, provide specialist advice and guidance, and risk assess all new safeguarding domestic abuse referrals to ensure the correct safeguarding pathway is identified for adults and children.

KEY RESPONSIBILITIES

People

Engage with service users to support them in identifying their risks and supporting them to develop strong safety plans to keep them and their children safe from domestic abuse and associated areas of concern.

Work with complex, challenging and chaotic clients who need specialised advocacy and support in assisting them to secure housing, health and wellbeing support to keep them safe from further high risk incidents of domestic violence.

Assess risk to clients using CAADA DASH risk assessment tool. Assess whether client meets MARAC threshold and develop appropriate individual safety plan for clients

Develop safety plans for short and long term that may involve contributing to Multi Agency Public Protection Arrangements (MAPPA) and child protection. Monitor evaluate and review safety plans to ensure they remain relevant and effective

Develop and maintain appropriate relationships with individuals, families, other professionals, groups and communities that promote equality and trust.

Responsible for ensuring a duty of care and the safeguarding of adults, children and families that balances promotion of wellbeing, independence, choice and control with the need to protect people from domestic abuse.

Contribute to meetings with team members, individuals, families, carers and other professionals.

Identify the support needs of service users and make appropriate referrals to other Council teams and external agencies.

Identify more complex issues to IDVA Manager.

Provide specialist peer training and support to colleagues and other professionals to ensure there is a consistent approach to the delivery of service.

Financial

Provide support on an individual client basis to identify financial thresholds for Legal Aid, housing and welfare benefits.

Assess and identify specific security adjustments needed for some high risk victims and prepare business case to justify expenditure when required within our budget.

Strategic

Work under the Council's 'Wirral Plan: 2020 Vision 'Zero Tolerance to Domestic Abuse' March 2016 to ensure services are delivered within the strategic framework of the council.

Attend and contribute to Domestic Violence Disclosure Scheme Panel and assist police when making disclosures.

Identify learning and development opportunities

Attend Task and Finishing Groups.

Attend and contribute to Integrated Offender Management Meetings.

Attend statutory meetings eg MAPPA, Child Protection conference and reviews, MARAC and others to share information and advocate for clients

Resources

Ensure our statutory responsibility and performance targets are met maintaining full and accurate records of all contact on the appropriate IT or manual systems.

Ensure that all client financial and personal data is protected and fully comply with the data protection policy of the council.

Ensure the information sharing protocol for the MARAC is adhered to and records updated using the correct legal caveats are recorded on the IT system.

Check and process information in order to ensure accurate records are maintained and reviewed to ensure safety in screening decisions and to facilitate access to records.

Responsible for record keeping, including high quality case recording, accounting and records of other team activity such as meetings is maintained and is available for reporting when required.

Carry out all duties with due regard to confidentiality and data protection regulations.

Planning and Organising

Responsible for Planning , review and organise workload in conjunction with the FSU Team Manager to ensure deadlines are met and appropriate actions taken in a timely manner.

Able to plan and organise time on a daily basis and in line with the demands of the service.

Demonstrate an ability to organise and prioritise workload and manage conflicting priorities within their caseload often working in high pressure environment with high risk cases at risk of significant harm or homicide.

Responsible for developing and regularly reviewing and evaluating personalised safety plans and risk assessments which promote safety and personal empowerment

Decision Making

Work under own initiative as autonomous practitioner and as part of a team using initiative and supporting others where appropriate, and understanding when to seek advice from managers. Challenge decisions where necessary across organisational boundaries.

Identify clients who are at immediate risk of significant harm and have autonomy to take timely actions to minimise those risks without seeking consent from Service Manager.

Exercise high quality judgements, in situations of increasing complexity, risk, uncertainty and challenge.

Carry out interviews with clients who are often in crisis to reach informed decisions about appropriate thresholds for IDVA/MARAC service.

Have autonomy to close cases without managerial oversight

Advise agencies on best practice for all domestic abuse cases with our specialist knowledge of domestic abuse to inform decision making in accordance with current legislation.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Knowledge & Skills:

- Qualified CAADA/Safelives IDVA or ISVA trained (nationally recognised and accredited, home office endorsed) child protection and safeguarding training.
- Experience of working with the risks facing individuals and families who are living with domestic abuse.

- Can identify the signs and symptoms of domestic abuse, and the impact that exposure of domestic abuse can have on individuals.
- Able to work assertively, with a sensitive approach, with people often in crisis, to minimise risk and support them in a task centred approach to ongoing safeguarding for them and their families.
- Excellent interpersonal and communication skills
- Able to demonstrate organisational skills
- Commitment to anti-discriminatory practice
- Demonstrate appropriate IT skills e.g. use of Microsoft Office etc
- Ability to work as part of a team.
- Ability to work unsupervised in a high risk situation when client may be at point of crisis
- Understanding of confidentiality requirements.
- Ability to work to fast moving changing deadlines.
- Ability to assimilate and evaluate information quickly and calmly and make an appropriate decision on a course of action.
- Good written communication.
- Ability to manage conflict.
- Ability to manage distress.
- Ability to work in fast moving high pressure environment with continuously shifting priorities dealing with clients at risk of serious harm or homicide
- Ability to work in a high pressure environment

Experience:

- Experience of following safeguarding procedures correctly
- Experience of working with vulnerable client groups.
- Experience of maintaining confidentiality and sharing information appropriately and professionally.
- Ability to chair meetings, such as professionals meetings in order to challenge and ensure best practice in domestic abuse cases as well as promoting further joint working with partner agencies to coordinate support packages for clients.

- Working daily with levels of distress and conflict, ability to maintain emotional resilience
- Experience of working in a multi-agency arena
- Experience of working to varied and regular deadlines throughout the working day
- Ability to act to safeguard client and children using training and experience at point of crisis

Desirable Criteria

Qualifications:

- Evidence of and commitment to continuous professional development

Knowledge & Skills:

- Exercise emotional intelligence and demonstrate a developing emotional resilience in relation to their job role
- Knowledge and understanding of criminal and civil law in Family Law Proceedings.
- An awareness and understanding of the role and responsibilities of key partner agencies within integrated services
- To keep up to date with developments in legislation, policy and local/national government initiatives that address domestic abuse.

Experience:

- Experience of working in the domestic abuse sector
- Experience of assessing risks in working with children and families.

<i>ADDITIONAL WORK ELEMENTS</i>
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Ability to travel in and outside of the Borough

Carry out home visits to client when safe and appropriate

Willingness to work beyond core hours in situations where there is immediate risk of serious harm and action is needed to reduce that risk.

NOTE:

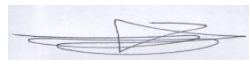
The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service

Date



18-01-2017
