

# Job Description

Job Title	Independent Domestic Violence Advisor (IDVA)
Grade	Band G
Reporting To	IDVA Service Manager
JD Ref	

## 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.

## Main Duties And Responsibilities

### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

### Communication, Engagement and Training:

- Work across organisational boundaries applying specialist skills, knowledge and professional judgement helping to ensure a multi-agency service is delivered.
- 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.
- 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.
- 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.

### Data Analysis and Decision-Making:

- Critically analyse and accurately record information, ensuring effective assessment, planning and implementation of safety plans and risk management.

### **Performance Management:**

- Responsibility for daily case management of clients and their families, and maintenance of case notes, referrals to other agencies, and report writing.

### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- 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.
- 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.
- 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.
- 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.

### **Other:**

- Any other duties commensurate with the grade.
- 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.

## **Role Specific Knowledge, Experience And Skills**

### **Qualifications**

#### *Desirable*

- Evidence of and commitment to continuous professional development.

### **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



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FOCUSED**



**PROFESSIONAL**

- 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

#### *Desirable*

- 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 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*

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



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## Additional Information

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.

### Health & Safety Considerations:

- Working shifts
- Working nights
- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Working with children
- Exposure to persons with challenging or aggressive behaviour

Approved By: 

Date Of Approval: 18.01.2017



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