



Job Description: Domestic Violence Caseworker

Advance is rapidly expanding with lots of new, exciting projects and career opportunities. We are currently recruiting for numerous positions which can be found on our website. As an organisation that is constantly evolving, there is a lot of internal progression. Advance values their staff and will endeavor to provide exciting continued professional development, affording the post holder the opportunity to develop their skills and knowledge working with vulnerable people in society.

Advance Domestic Abuse Team delivers nationally accredited, quality marked services in Hammersmith & Fulham, Westminster, Kensington and Chelsea. We work within a coordinated partnership response to domestic violence to provide independent domestic violence advocacy and support for women, children and young people and women's community services for women who are involved in the criminal justice system, in anti-social behaviour or are at risk of breaking the law.

Female* Domestic Violence & Abuse Worker

Contract:	Fixed term to 31 st July 2019
Salary:	Starting from £24,000 – 26,000 depending on experience per annum inc London
Weighting	
Working hours:	35 hours a week
Pension:	Workplace Pension
Annual Leave:	30 days and public holidays
Work Location:	Based at Advance office in Hammersmith

The Domestic Violence and Abuse Worker will work within a dynamic, fast paced, crisis intervention, advocacy and support service to ensure the voice of survivors informs every stage of the process. They will work within the team to make proactive contact and provide high quality advocacy and support based upon a client led needs and risk assessment to women from aged 16. They hold a caseload of standard and medium risk clients as well as clients going through the criminal justice system. They will advise women on criminal justice and civil remedies and related matters, support women to attend court where necessary, and coordinate the provision of multi-agency support. The post holder will work across the three boroughs under the guidance of the Team Manager.

Advance is committed to equality and diversity and welcomes applications from all sections of the community. The post will be subject to an enhanced DBS check and is open to women only (*Exempt under the Equality Act 2010 Schedule 9, Part 1).

Registered Charity Number 1086873

Main Duties and Responsibilities:

1. Ensure effective access for women and girls and encourage their engagement with the service, through proactive contact and assessment for a high volume of referrals.
2. Develop support plans that include delivery of high-quality face to face or telephone crisis intervention, information, advocacy and support, in respect to criminal and civil remedies, housing, health, welfare rights, children's legislation and other appropriate interventions.
3. Ensure effective access for women and girls across the Angelou Partnership services and encourage their engagement with the service, through multi agency working and service flexibility. This may include some co location within Angelou partner agencies.
4. Hold a caseload and work within the team to conduct comprehensive assessments of needs and risk for women experiencing domestic violence, carry out short and longer term risk management, safety planning and support; and identify and refer to services appropriate to their needs, including attendance at specialist/dedicated courts and MARAC as required.
5. Advise women of their rights and options for seeking help and support from other agencies, making referrals and co-ordinating the provision of multi-agency support where necessary, and proactively advocate to ensure barriers to accessing support and protection are minimised.
6. Proactively assess the needs and safety of any children that women using the service may have, ensure that any risks/needs identified are addressed directly with the woman, and take appropriate action to safeguard them, having full regard to ADVANCE's Safeguarding Children's policy
7. Proactively assess the needs and safety of women at risk giving due regard to Adult at Risk policies and procedures adhering to Safeguarding Adults at Risk policy.
8. Work with the Program Manger and Team Leader to ensure all monitoring and evaluation for the project is accurate and fully maintained, and keeps managers informed of any issues and successes.
9. Support new staff members within the induction process to train them around duty procedures and agreed case recording and monitoring systems to ensure a smooth delivery of service.
10. Ensure that agreed case recording and monitoring systems are kept up to date and secure, and write internal and external reports where required, including for safeguarding conferences, team meetings, managers and others.
11. Work effectively as a member of the ADVANCE Domestic Violence team and in close collaboration with Angelou Partner services and Minerva keyworkers.
12. At all times protect the safety and security of the ADVANCE, service users, staff, volunteers and buildings, and the confidentiality of records and other information in line with data protection requirements.
13. Be responsible for personal learning development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the project.

14. Participate in supervision, training and meetings as required and work as a member of the team to ensure effective delivery of service and individual work plans.
15. Ensure the effective implementation of ADVANCE's Safeguarding, Health & Safety, Equality and Diversity and other policies and procedures and uphold the core values of ADVANCE.
16. Work across teams and undertake such other duties, appropriate to the grade and character of the work, as may reasonable be expected.

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

The Domestic Violence Caseworker will possess:

A = Application Form I = Interview

KNOWLEDGE AND QUALIFICATIONS:

1.	A relevant qualification or training, for example in domestic violence, criminal justice, law, social work, substance misuse or related area.	A
2.	A thorough understanding of violence against women and girls with a particular focus on the dynamics of domestic violence (physical, emotional and sexual violence, so-called 'honour-based violence', forced marriage, stalking and harassment) and its impact on women, children, families and communities.	A/I
3.	An excellent understanding of the criminal justice system and relevant legislation with particular regard to legal and civil options, housing, benefits, matrimonial and children.	A/I
4.	Thorough knowledge of safeguarding practice, procedures and legislation.	A/I

EXPERIENCE:

5.	At least one year's experience of supporting women who have experienced domestic violence, forced marriage or 'honour-based violence'.	A
6.	Experience of risk and needs assessment, safety and support planning, particularly with clients with complex/multiple needs.	A/I
7.	Experience of crisis management and successfully managing high numbers of calls/ caseloads.	A/I
8.	Experience of partnership working and of maintaining excellent working relationships with a range of stakeholders.	A/I

SKILLS:

9.	Excellent listening skills and the ability to communicate well with a wide range of people of all ages and backgrounds.	A/I
10.	Ability to work well within a team and responsibly on your own initiative, and of maintaining professional boundaries with clients and partner agencies.	A/I
11.	Flexible, proactive approach and a good ability to prioritise work.	A/I

12.	Good data collection, monitoring and IT skills, including word processing and using databases and spreadsheets.	A/I
13.	Good report writing skills, including preparing reports for courts, case conference and information for Multi agency Risk Assessment Conferences (MARACS).	A/I
14.	Effectively manage a caseload of medium risk clients, support clients at court and provide advocacy with external agencies	A/I

GENERAL:

15.	Clear boundaries and a willingness to accept line management and make effective use of supervision.	A/I
16.	A good understanding of the importance of confidentiality and anti-discriminatory practice, safe practice and health and safety procedures.	A/I
17.	A good understanding of cultural issues and equal opportunities.	A/I
18.	A firm commitment to women, children's and young people's rights and to work within Advance's framework and its core values.	A/I
19.	Willingness to carry out the policies and procedures of Advance and to work to agreed guidelines and codes of conduct.	A/I

Feb 2019