



Job Description: Co-located IDVA

Job Title:

Please note which role you are applying for:

Housing IDVA
Housing DA worker

Responsible to: Team Manager

Contract: All roles are permanent

Grade/Salary: IDVA starting from £26,000 – 29,000 per annum depending on experience inc. London Weighting
DV Worker £24 - £26K depending on experience

Pension: Workplace Pension

Annual Leave: 30 days and public holidays

Working hours: 35 hours per week

Work location: Based at Advance Hammersmith office and community locations

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

Please note that any offer of employment will be made subject to references and confirmation of the right to work in the UK and satisfactory enhanced DBS check.

Job Summary:

Advance Domestic Abuse Team delivers nationally accredited, quality marked domestic abuse services in Hammersmith & Fulham, Westminster and Kensington and Chelsea, and Brent.

The Community & Co-location team currently has co-located posts within Housing, Healthcare, Social care and criminal justice and we are launching an exciting new Housing Project across the Tri-borough. This is part of a national pilot to improve the response to and outcomes for survivors of domestic abuse where there are housing needs. Access to safe housing for survivors and their children is integral in reducing the risk of ongoing abuse and promoting recovery. We are recruiting for both IDVA's and DV workers who will support clients with specific Housing needs. Good knowledge of the rights of survivors to access safe housing is essential.

As a specialist Housing IDVA you should have at least one year's experience as an IDVA and ideally some experience of working in co-locations. The post holder will have two main facets of their work: directly working with survivors and directly working and building partnerships within the co-located Housing services where they are working. The Housing IDVA will offer direct support to survivors presenting at Housing including brief intervention and one off advocacy as well as carrying a caseload of clients with ongoing housing needs. The post holder will develop new and

maintain existing working relationships with colleagues within Housing and you will provide consultations to and organise training for Housing professionals. You will upskill Housing Professionals in relation to the dynamics of Domestic Abuse and achieve better outcomes for survivors approaching housing for help.

The Housing Domestic Abuse worker will have at least one year's experience working within a Domestic Abuse service and will be providing support and advocacy to clients experiencing domestic abuse with housing issues. The ability to advocate for the rights of survivors when liaising with Housing professionals is essential. You will be based within our Head Office at Hammersmith alongside colleagues from the Angelou service and the Community & Co-location projects. This is a great opportunity to gain specialist knowledge around Housing whilst working within an experienced and supportive team where further career opportunities are constantly being developed.

All post holders 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. You will proactively contact referrals and once this contact is established will provide high quality support based upon a client led needs and risk assessment and will advise women on criminal justice, civil remedies, housing and related matters. You shall provide initial advice and crisis safety planning.

The post holder will have an excellent understanding of domestic violence and its effects on women and children, and of best practice within the domestic abuse and ideally Housing sectors. As an experienced domestic violence advocate who has worked with a high volume of clients who have complex and multiple needs, the post holder will be skilled in risk management and safety planning, remaining calm in a crisis and in handling sensitive information on a daily basis. Experience of direct work with female survivors of domestic violence, and of working within safeguarding procedures is essential for this post, as is the need to adopt and promote a strong partnership approach to service provision and being able to build partnerships with external agencies.

Main Duties and Responsibilities:

1. Ensure effective access for women and encourage their engagement with the service, developing referrals pathways from practitioners in relevant health departments in the hospital
2. Attend regular meetings within the relevant departments to introduce the service and encourage housing practitioners to identify domestic violence, respond appropriately and refer to the service
3. To comprehensively assess the needs and risk for women experiencing domestic violence, carry out short risk management, safety planning and support; and identify and refer to services appropriate to their needs.
4. Initiate and start 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.
5. Maintain project logs and duty system, and collate data from the logs for Managers
 6. Support Managers around the induction of new staff members and create an induction pack
 7. Safeguard cases by referring to or liaising with adults and children's Social Care and MARAC where appropriate, and ensuring that relevant cases are sent to Managers for allocation
 8. 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.
 9. Proactively assess the needs and safety of children and women to ensure that any risks/needs identified are addressed, having full regard to Advance's Safeguarding Children's policy and Safeguarding Adults at Risk policy and complying with the Local Safeguarding Children and Adults requirements..
 10. Proactively assess the needs and safety of women at risk giving due regard to Adult at Risk policies and procedures.
 11. Participate in multi-agency conferences in respect of children and adults at risk as required, providing reports and undertaking actions as necessary.
 12. Work with the Director of DVA Services, Managers and Monitoring and Evaluation Officer to ensure all monitoring and evaluation for the project is accurate and fully maintained, and keep managers informed of any issues and successes.
 13. 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.
 14. Participate in multi-agency working and focus groups when requested to do so, and follow through on agreed appropriate actions that arise from these.
 15. Work effectively as a member of the Advance Domestic Violence team and in close collaboration with Angelou Partner services and Minerva keyworkers.
 16. Use appropriate institutional advocacy to maximise positive outcomes and use the appropriate reporting mechanisms to highlight persistent or recurring issues that arise.

General duties:

17. 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.
18. 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.
19. 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.
20. 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.
21. Uphold the right of women, children and young people, advocating vigorously for them while offering protective strategies, and appropriate safe services.
22. Work across teams and undertake such other duties, appropriate to the grade and character of the work, as may reasonably 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 IDVA/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'. Ideally 1 year's experience as an IDVA supporting high risk survivors who meet the MARAC threshold	A
6.	Experience of risk and needs assessment, safety and support planning, particularly with clients with complex/multiple needs.	A/I
7.	Experience of partnership working and of maintaining excellent working relationships with a range of stakeholders.	A/I
8.	Experience of working closely with partner agencies (ie. problematic substance misuse, mental health, health setting, police and criminal justice setting) and ideally experience of co-location in the work settings of other professionals	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.	Excellent advocacy skills and the ability to advocate successfully using evidence and professional experience.	A/I
11.	Ability to network, influence, and problem solve and apply solution focused approaches to increase access and safety and facilitate positive outcomes for women and children.	A/I
12.	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
13.	Flexible, proactive approach and a good ability to prioritise work.	A/I
14.	Good crisis management skills and the ability to work effectively under pressure and to deadlines.	A/I
15.	Good data collection, monitoring and IT skills, including word processing and using databases and spreadsheets.	A/I
16.	Good report writing skills, including preparing reports for courts, case conference and information for Multi agency Risk Assessment Conferences (MARACS).	A/I

GENERAL:

17.	Work co-operatively with colleagues, in statutory and non-statutory agencies;	A/I
18.	Clear boundaries and a willingness to accept line management and make effective use of supervision	A/I
19.	A good understanding of the importance of confidentiality and anti-discriminatory practice; safe practice and health and safety procedures;	A/I
20.	A good understanding of cultural issues and equal opportunities;	A/I
21.	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
22.	Willingness to carry out the policies and procedures of Advance, and to work to agreed guidelines and codes of conduct.	A/I

Updated January 2018