

Independent Domestic Abuse Services (IDAS)

Job Description

JOB TITLE:	Disability Independent Domestic Violence Advisor (IDVA)
SALARY:	IDAS Scale point range 12-18
LEAVE:	26 Days + Statutory Bank Holidays (Full-time)
RESPONSIBLE TO:	Community Services Manager
RESPONSIBLE FOR:	Volunteers and student placements

Flexible working patterns will be required to meet the needs of the project and will include evening and weekend work. Staff may be required to work in various locations. Annual leave and time off in lieu to be taken with the prior agreement of your line manager.

OVERALL OBJECTIVES

- To ensure that people who are subject or have been subject to domestic abuse receive high quality support, advice and information to enhance their safety and to help them recover from the harmful impacts of abuse.
- To provide a proactive, high quality and trauma-informed support service to survivors of domestic violence and abuse in a disability context.
- Use a person-centred, survivor-focused approach, being mindful of the effects of trauma and additional barriers to access that survivors with disabilities may experience.
- To ensure that victims and survivors receive high quality assessments, immediate support and safety advice and to refer on to relevant agencies.
- To operate in accordance with best practice and within the policies and procedures of IDAS.

PARTICULAR TASKS OF THE POSTHOLDER

Support for Adults

- To complete risk assessments and carry out effective safety planning with individuals ensuring that appropriate action is taken to reduce harm to them and to their wider support / family networks.

- To complete an holistic, client-centred needs assessment, taking account of the whole family and provide immediate support and ongoing referrals to meet these needs.
- To ensure that high risk clients are referred to and represented at the Multi Agency Risk Assessment Conferences system (MARAC).
- To liaise closely with other agencies e.g. Supporting Victims' Unit, Housing, DWP, Health, Social Services, Solicitors, Police, Courts etc. on behalf of clients and to refer to these agencies as appropriate.
- To help clients to take steps to ensure that they are safe in their homes, for example, arranging lock changes.
- To make referrals to other IDAS services, to external agencies, to counsellors and to the refuge where this is the most appropriate course of action.
- To highlight safeguarding concerns and report these to appropriate agencies.

Internal and External Liaison and communication

- To communicate positively with colleagues and promote IDAS values and ethos across the organisation.
- To attend and participate positively in relevant meetings, training, supervision and annual appraisals.
- To liaise with and train external agencies to increase public awareness of the issues surrounding domestic abuse.
- To promote the work of Independent Domestic Abuse Services (IDAS) modelling a high standard of professional behaviours.
- To represent IDAS at appropriate meetings and forums.
- To develop positive links with voluntary and statutory agencies.
- To keep up-to-date with national and local government decisions pertinent to IDAS.

Administration

- To keep clear and up to date records and information.
- To record all information on IDAS Case Management System.

Other

- To participate (on a rota basis) in the delivery of an out of hours helpline.

- To work on a flexible basis with some unsociable hours to meet the needs of the project.
- To participate in fundraising activities.
- To provide support and guidance to volunteers.
- To undertake all other reasonable tasks requested by the management team.

Person Specification – Disability IDVA

Qualities required	
Skills and experience	<p>Working with people</p> <ul style="list-style-type: none"> ▪ Must have a proven track record of working with / supporting vulnerable people. ▪ Must have knowledge and understanding of the social model of disability and impact of abuse for deaf and disabled people. ▪ Must have a good understanding of domestic abuse including the impact of domestic abuse on victims and their children. ▪ Demonstrable or lived experience of disability is desirable. ▪ Preferably has experience supporting disabled people to access care, housing, equipment etc. ▪ Have some experience of working with disabled adults with varying impairments who have care and support needs. ▪ Must be empathic and non-judgmental in your approach. ▪ Must have the ability to deal with changing priorities and unique situations and respond effectively to these seeking to resolve issues promptly ▪ Strong team working capabilities and ability to liaise and co-ordinate effectively with peers in the area to achieve area objectives <p>Communication</p> <ul style="list-style-type: none"> ▪ Must be able to communicate effectively with clients, colleagues and stakeholders ▪ Must show an ability to articulate views and ideas in a persuasive way ▪ To be confident at presenting information in a variety of situations, including court settings, in formal training and dealing with feedback and challenges <p>Equality and Diversity</p>

	<ul style="list-style-type: none"> To demonstrate a commitment to the principles of equal opportunity and diversity.
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Organisational abilities	<p>Service Delivery</p> <ul style="list-style-type: none"> Must be able to keep up to date with current thinking, developments and research and incorporate these into service provision. Must be committed to ensuring the delivery of quality services taking account specific account of the needs of clients <p>Finance & Administration</p> <ul style="list-style-type: none"> Should be able to demonstrate literacy skills Should possess IT skills, including knowledge of Word, Outlook and Excel Ability to operate within a quality assurance framework, ensuring objectives and targets are met on time and within budget.
Personal effectiveness	<p>Approach to work</p> <ul style="list-style-type: none"> Must be a strong team player who possesses tact, diplomacy and negotiation skills, is resilient under pressure, and is able to prioritise workloads effectively. Able to produce practical and creative solutions to issues and problems.
Education / qualifications	<ul style="list-style-type: none"> No formal qualifications are required. Accredited IDVA qualification desirable.
Commitment to IDAS	<p>Commitment to organisational goals</p> <ul style="list-style-type: none"> Should be able to demonstrate a strong commitment to the objectives and values of IDAS. <p>Embracing change</p> <ul style="list-style-type: none"> Should be open to and supportive of change and new ways of working.

The post holder is expected to work within policies and procedures of IDAS and be committed to its ethos and values. This will include promoting and demonstrating the principles of equal opportunity including encouraging diversity and tackling discrimination.

Our values underpin our work and how we do it.

We are: **Compassionate, Courageous, Inclusive and Inspirational.**

