

**Reg. No. 1089851**

**Job Description**

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| **Post:** | Independent Domestic Violence Advocate (IDVA) |
| **Salary:** | £24,799 (NJC Local Authority Pay Scale Grade 3A/SCP 19) |
| **Hours:** | 36.25 hours per week / 5 days.  The role offers 30 days holiday entitlement plus bank holidays.  On completion of a 3-month period the organisation will automatically enrol you into the company’s pension (People’s Pension) |
| **Line Manager:** | SIDASS Case Manager |
| **Place of Work:** | Unity House, Swinton |
| **Duration:** | Fixed Term until November 2021 with potential to be extended subject to funding |

*Applications are open to women only under section 7 (2) (e) of the Sex Discrimination Act 1975. Salford Women’s Aid is an equal opportunities employer and welcomes applications from women from all sections of the community. The post is exempt from the Rehabilitation of Offenders Act 1974.*

**Main Purpose of Job:**

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| To operate as an IDVA within the SIDASS team, to work closely with victims of domestic abuse and other forms of violence and abuse, to provide high quality independent advocacy and support to survivors of domestic violence at the highest risk and their children. Manage a caseload of medium to high risk cases providing them with emotional, practical and personal welfare support, ensuring that they are provided with a safe, supportive and welcoming environment and enabling them to access their rights. To participate in the care plan of victims referred to the local Multi-Agency Risk Assessment Conference (MARAC). |

**Main Duties and Responsibilities:**

1. To provide practical and emotional support to victims of domestic abuse who have been assessed as being at risk, to advocate for survivors to ensure their needs are met.
2. To carry out and record an assessment of needs and risk and develop a safety support plan. To review the safety/support plan regularly with the clients.
3. To operate on a rota basis the Information and Advice line service – 1:00 p.m. to 4:00 p.m. Monday to Friday and respond to messages outside these hours within one working day, also to cover duty on a rota basis.
4. Ensure all victims are made aware of the services available under the home fire risk assessment.
5. To provide practical assistance to clients on safety planning and relevant aspects of

independent living, and to ensure that they have access to the services that can be

provided by other agencies as appropriate.

1. To support the empowerment of the client and assist them in recognising the dynamics of domestic violence in their own situation and to help them regain control of their lives.
2. To work in partnership with other agencies to ensure an effective, coordinated community response to survivors of domestic violence.
3. To participate in the work of safeguarding children, in line with Salford Women’s Aid

Safeguarding Children Policy and the policies and procedures of the Local Safeguarding Children Boards.

1. To ensure that any issues in relation to safeguarding children or vulnerable adults are brought to the immediate attention of the Case Manager, or if unavailable another Manager.
2. To work closely with other support workers in the organisation to ensure that service users have access to the full range of services provided by SWA.
3. To collect and provide statistical monitoring and evaluation information as required.
4. To promote and facilitate consultation and involvement of service users.
5. To plan for and participate in regular supervision sessions, staff meetings and annual appraisal.
6. To undertake training as agreed at supervision sessions.
7. To take active steps to work within a framework of equal opportunities an anti-discriminatory practice.
8. To undertake all other reasonable duties as required by the Case Manager.
9. Any other duties not covered by the job description.

**General:**

* To maintain confidentiality and to ensure that professional boundaries are observed when working with clients, staff and external bodies and to work within Salford Women’s Aid Code of Conduct.
* Undertake any duties assigned which are relevant to the achievement of the objectives of the post
* Customer Care - To continually review, develop and improve systems, processes and services in support of excellence in service delivery. To recognise the value of its people as a resource
* Training and Development – To keep up to date with training needs, including safeguarding children and safeguarding adults, data protection, health and safety and DVA awareness training
* To work at all times with due regard to the policies and procedures of Salford Women’s Aid, including financial regulations, participating in their development and amendment where required

**Other:**

* The post is subject to a DBS Check which will be carried out at appointment of a candidate.
* This post is subject to completion of a six-month probationary period.
* Must be mobile to visit sites and work across the whole city as required.

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.