

## JOB DESCRIPTION – SENIOR INDEPENDENT DOMESTIC VIOLENCE ADVISOR (IDVA)

An exciting job opportunity at Cardiff Women’s Aid (CWA) for someone who is dynamic, inquisitive, has a passion for rights, diversity and inclusion and wants to fight alongside those who may not have a voice. We are a women’s equality organisation which exists to eradicate violence against women and girls and to support survivors. We recognise that ending violence and abuse takes a whole society approach to social change, and it needs you to help us achieve this.

We have a generous benefit package:

- Generous Annual Leave Package Totalling 33 Days (Inclusive of Bank Holidays)
- Pension
- Life Assurance
- Employee Assistance Program - That Supports Your Health and Wellbeing at Home and at Work
- Flexi Working
- Paid Company Sick Pay & Emergency Dependent Leave
- Living Wage Employer
- Bike to work scheme, among other benefits.

<b>Job Title:</b>	Senior IDVA
<b>Salary:</b>	£28,000 per annum
<b>Hours:</b>	Full time, 35 hours a week
<b>Working pattern:</b>	Between the hours of 9am to 7 pm ( on a rota basis) Part of on call service  All staff must work flexibly on occasions to meet the needs of women and children
<b>Contract Type:</b>	Permanent

<b>Location:</b>	CWA offices across Cardiff
<b>Responsible to:</b>	Support Service Manager
<b>Context of Job:</b>	CWA provides expert, specialist, independent support and advocacy to women and children who have experienced domestic and sexual violence/abuse through the delivery of individually tailored support packages, group work, support in emergency accommodation, advocacy, and prevention work throughout the community
<b>Purpose of Job:</b>	To provide a high-quality frontline service to victims of domestic and sexual abuse and wider VAWDASV issues. Delivering a range of crisis intervention, early intervention and prevention work, intensive support and accommodation-based support

***This role is subject to an enhanced DBS check. We are committed to supporting and promoting equality and diversity and to creating an inclusive working environment.***

### **Main Duties:**

- Predominantly working in the adult team but working across all support services to provide advice and guidance to staff as needed
- Complete file audits to ensure best practice and high quality work is undertaken
- Complete case reviews with staff to provide coaching and encourage reflective practice and feeding back to team manager
- Hold complex and diverse case loads
- Provide specialist advice and guidance to external agencies in line with company policy and relevant legislation.
- Develop and deliver training internally and externally
- Ensure risk is identified and safety and support and plans reflect the needs and wishes of the individuals accessing the support
- Prioritise cases and provide proactive, short to medium term crisis intervention service through individual safety, support and recovery planning
- Advocate for service users with agencies who can help to address the domestic abuse by
  - Understanding the role of all relevant statutory and non-statutory services available to domestic abuse victims and how your role fits into them

- Providing advocacy, emotional and practical support and information in relation to legal options, education, housing, health, finance, education, support services such as adult services, children's services & health visitors
- Working directly with all key agency partners to address the safety of high-risk victims and ensuring that their safety plans are coordinated particularly the MASH and MARAC
- Manage a caseload ensuring each client receives the trauma informed needs led, risk assessed service individual to their needs
- Help maintain accurate and confidential case management records and databases and contribute to monitoring and reporting information for the service.
- Comply with GDPR/data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work.
- Support colleagues and partner agencies through awareness raising and institutional advocacy in order to provide the best possible service for service users
- Respect and value the diversity of the community in which the services work and recognise the needs of a diverse range of clients ensuring the service is accessible to all.
- Remain up to date and compliant with all organisational procedures, policies and professional codes of conduct.

### **General Responsibilities:**

All workers have a responsibility to work with colleagues in maintaining service delivery

- Attend meetings as necessary
- Participate in the case management
- To represent Cardiff Women's Aid/RISE and to promote its ethos
- To work in a positive way and to feedback fully to the organisation.
- Contribute to monitoring and reports
- Participate in 24/7 service, on call
- Undertake training to update skills in line with the Cardiff Women's Aid/ RISE training and Development Policy
- Deliver internal and external training when required
- To maintain anti-oppressive and anti-discriminatory work practises.
- Abide by the organisation's confidentiality policy#
- To ensure that personal behaviour and that of staff in area of responsibility demonstrates integrity, openness, honesty, is anti-oppressive, non-judgemental and supports diversity.

***It is the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way and tasks which are not specifically covered in their job description may have to be undertaken.***

## Person specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
<u>Knowledge and experience</u>		
Have a good understanding of domestic and sexual abuse/violence and the impact on children and young people.	✓	
Have theoretical, practical, and procedural knowledge of civil and criminal justice remedies for victims of domestic abuse and their children	✓	
Understand child protection issues, how to respond to effectively safeguard and the legal responsibilities surrounding those issues	✓	
Understand the principles of risk assessment, safety planning and risk management for victims of domestic violence/abuse and their children	✓	
Understand the remits and resources of relevant statutory bodies and voluntary agencies	✓	
Understand and be committed to equal opportunities and diversity in policy and practise	✓	
Experience of working with women and children who have experienced VAWDASV	✓	
Experience of managing a caseload	✓	
Experience of working within a multi-agency and legislative framework	✓	
Experience in supporting and coaching staff with case management	✓	

<u>Skills/ Qualifications/ Professional Membership</u>		
Have computer literacy skills and have some experience of working with databases	✓	
Hold a "Safe Lives" IDVA training Certificate, or a QCF qualification	✓	
Have excellent communication, negotiation, and advisory skills both written and verbal when interacting with a range of agencies and individuals	✓	
Have strong crisis management skills and the ability to deal with stressful and difficult situations.	✓	

<u>Personal Qualities</u>		
Be compassionate and empathetic with your client's situation	✓	
Work efficiently as part of a team	✓	
Encourage team morale and a supportive, inclusive work environment	✓	
Act with integrity and respect when working with all clients, agencies and individuals	✓	
Work flexibly as part of a team	✓	

Be optimistic about the possibility of personal growth and change	✓	
Motivate individuals and agencies to move through courses of action and decision making processes	✓	
Be available to participate in the on-call service	✓	
Be a driver and have access to a car	✓	
Communicate effectively in a second language		✓