

IDVA Job Description

This post is open to secondment from partner agencies

Job Title	Independent Domestic Violence Adviser
Location	
Responsible to	
Grade (if applicable)	
Hours	(Would not recommend starting with 24-hour service in that it is hard to recruit for and hard to fund. An advantage to offer some out of hour's service, especially in the evening if possible.)
Function	To provide a pro-active service to victims of domestic violence to keep them safe. The work of the IDVA is distinct in that it assesses the risk a client is in and delivers a service appropriate to the level of risk, offering a premium service to those at high risk. IDVAs work within a multi-agency setting to ensure all agencies do their part and co-ordinate their work to keep people safe. IDVAs work with survivors and other agencies and monitor the care pathway (see attachment).
Job duration (if short-term funding)	

Main duties

- Provide pro-active service and advice to victims of DV to keep them and their children safe
- Risk assess and deliver service in keeping with the result
- Explain housing, civil and criminal legal options to clients
- Do safety planning with clients
- Develop individual service plan to meet individual risks client faces
- Refer VHR clients on to MARACs
- Ensure that clients get the services to which they are entitled
- Understand the legal framework relating to the protection of children including the policy and procedures of the Local Safeguarding Children's Board.
- Support clients through the CJS system, explaining the procedures and their role and rights within that system
- Help client develop own support network
- Refer on and arrange meetings with other agencies/services as necessary, for instance, solicitors, benefit agency, etc.
- Manage a caseload
- Maintain and update records of all cases
- Follow procedures and protocols with other services so that the safety of the clients is kept central to any process
- Keep other relevant agencies informed about important changes in client's situation
- Participate in MARAC framework: refer clients to, attend and participate in meetings, follow-up on actions agreed in MARAC
- Refer regular difficulties client are having to manager and contribute to efforts to improve procedures and services
- Note and feed back to other agencies any consistent difficulties clients are having accessing their service

Person specification

- Pro-active
- Sympathetic
- Strong crisis management skills
- Good communication skills: written and verbal
- Computer literate: word-processing, emailing, etc.
- Ability and willingness to work in partnership and as part of a team
- Knowledge of impact of DV on victims and children
- Understanding of child protection issues and legal responsibilities
- Willing to undertake regular training

It would be an advantage to have:

- Completed CAADA training course or equivalent
- Experience of working with vulnerable people
- Experience in training