

Role Profile	
Job title:	Independent Domestic Violence Advocate (IDVA)
Hours:	37 hrs per week
Contract Length:	Fixed term until 31 st March 2025
Reporting to:	Operations Manager
Salary:	£23,000 - £24,600.
Base:	Ceredigion
Expected Start Date:	As soon as possible, subject to full, enhanced DBS checks
Overview of West Wales Domestic Abuse Service	
<p>West Wales Domestic Abuse Service is a domestic abuse charity in West Wales, covering Ceredigion and North Pembrokeshire</p> <p>Our service model includes:</p> <ul style="list-style-type: none"> • Emergency accommodation for women, men and children who have experienced domestic abuse. • Support in the community and crisis drop-in service • Group programmes including Own My Life and the Recovery Toolkit • Community programmes and support for children and young people about domestic abuse and healthy relationships • A children and young people's programme including one to one support and group work programmes • Trauma informed family programmes which take a whole family approach and deliver a specific programme that works with all members of the family to help identify and work to prevent further abuse and violence • IDVA services including a Health IDVA and Housing related work 	
Overview of IDVA project	
<p>Dal i Godi partnership will provide an IDVA Service to victims of domestic abuse who are assessed as high risk in accordance with the recognised Safe Lives Domestic Abuse, Stalking and Harassment (DASH) risk assessment across Dyfed Powys. The service will address the safety of victims at high risk of harm from intimate partners, ex-partners, or family members to secure their safety and the safety of their children. In providing a service to adult victims, every care will be taken to ensure appropriate advice and referral is provided to safeguard any dependent children. Serving as a victim's primary point of contact, the IDVAs will work with their service users from the point of crisis to assess the level of risk, discuss the range of suitable options and develop safety plans.</p> <p>The service will be accessible to individuals who have reported domestic abuse and currently reside in the Dyfed Powys area, who are relocating to this area from elsewhere or who are reporting domestic abuse to agencies within this area. Opening hours for the IDVA service will be Mon-Fri 9am-10pm with duty IDVA cover each weekday evening between 5-10 pm. Duty IDVA cover will also be available Saturdays & Sundays 9am-3pm.</p>	

Purpose of the role

- Address the safety of victims at high risk of harm from intimate partners, ex-partners, or family members to secure their safety and the safety of their children.
- Serve as a victim's primary point of contact by working with them from the point of crisis to assess the level of risk, discuss the range of suitable options and develop safety plans.
- Be pro-active in implementing the plans, including actions from MARAC, which address immediate safety and enable victims to protect themselves and their children, as well as longer-term solutions, using sanctions and services via criminal and civil courts, housing options and other organisations.
- Provide short- to medium-term support to promote long-term safety.
- Work as part of the Dal I Godi IDVA service and specialist domestic abuse teams across Dyfed Powys, keeping the service users' views and safety at the centre of proceedings.
- By engaging with high-risk individuals, achieve clear and measurable improvements in safety, including a reduction in the escalation and severity of abuse and a reduction or cessation in repeat incidents of abuse.
- The post holder will embody West Wales Domestic Abuse Service's values, and model appropriate behaviours at all times, and in all areas of responsibility.

Key Role Functions

- Carry a caseload of high-risk victims of domestic abuse, including those who are at imminent risk of harm or homicide, with a variety of differing needs and levels of need, depending on their situation.
- Undertake assessment of victims' needs, risks and suitability to be allocated a place in the service and if not eligible to refer on to a more appropriate service.
- Be available for victims' who require one off advice over the phone and guide colleagues in relation to any domestic abuse queries that may arise; to be supported by the Service Manager when necessary.
- Develop and implement safety plans in partnership with the service user to enable the individual to look at the risks to improve their safety and their children's safety and to take back control of their lives.
- Carry out risk assessments and risk manage cases to assist in reducing further incidents, and hold overall responsibility for maintaining and updating these, on an ongoing basis.
- Recognise, respect, and address the needs of victims who face particular barriers when seeking help to access the advocacy service including hard to reach groups.
- Be responsible for managing individual service user case management files and hold overall responsibility for maintaining and updating these.
- Attend regular team meetings, including team meetings with core domestic abuse services to ensure a quality streamlined IDVA service; supervisions with your line manager; and clinical supervisions with an independent party.

- Work with the MARAC (Multi Agency Risk Assessment Conference) process to deliver a service to victims that are at the highest risk.
- Participate in MARACs/Daily Discussions as required and respond to actions in a timely manner.
- Work with the MARAC (Multi agency Risk Assessment Conference) process to create an action/safety plan amongst leading professionals for victims who are at high risk. Prepare updates for this process and advocate on behalf of the victim, in this forum; offer specialist institutional advocacy during this process.
- Complete the Safe Lives Risk Identification Checklist and Severity of Abuse Grid (SOAG).
- Promote and be guided by the SafeLives Domestic Abuse Stalking And Harassment Risk Identification Checklist (DASH RIC), recognising that this is a common tool that should be used by all practitioners.
- Explain housing, civil and criminal legal options to service users and provide up to date and relevant information and resources.
- Support service users through the CJS system, explaining procedures including special measures and their role and rights within that system.
- Attend Pre Trial-Review Courts and provide relevant information to the CPS, enabling the CPS and Courts to make informed decisions with regard to case progression.
- Attend and contribute to Specialist Domestic Violence Courts (SDVC), as well as liaising with the CPS and taking a seat in the magistrates' court. Advise magistrates, when asked, for advice in this forum. Attend SDVC meetings and contribute to the meeting as an advocate on behalf of victims.
- Attend Crown Court when necessary.
- Undertake responsibilities in the civil court forum and liaise with solicitors/multi agencies in respect of this.
- Be responsible for drawing up Individual Safety and Support Plans (ISSPs), and hold overall responsibility for maintaining and updating these, on an ongoing basis.
- Provide housing related support to enable service users to take on and/or sustain a tenancy to prevent homelessness. Provide housing related support that is safety specific and signpost the service user to other agencies that will help support them to sustain their tenancy. Facilitate emergency accommodation/a change of address that is safety driven.
- Motivate and encourage service users to participate in their community and to engage with the services available to them – risk permitting. Promote the achievement of life skills and social skills.
- Support the development and ongoing attendance at a service users engagement forum with other professionals.
- Give victims a consistent response that allows them to access the service when they are ready.
- Work flexibly as required from your allocated office base across your region, including having a regular presence at your local police station.
- Provide a short-term crisis intervention service to service users and provide face to face contact, support, information, advice and other help to enable them to recover from their experiences.
- Liaise and advocate on behalf of service users with other agencies and professionals with regard to service users' support needs and risks: E.g. DWP, Police, Social Services, Health Services, Mental Health Services, Probation, Substance Misuse, Housing etc; focusing on institutional advocacy, victim rights and victim safety and maintaining the independent status at all times.
- Undertake joint visits with multi agencies as necessary, whilst maintaining an independent status.
- Support service users to deal with issues that may threaten their tenancy or housing status, especially with matters regarding benefits and household management, health and wellbeing,

budgeting skills and anti-social behaviour. Support service users to deal with safety specific issues that may threaten their tenancy or housing status, finances etc.

- Offer appropriate levels of support in a sensitive manner, taking into account the emotional and intellectual needs of the service user, respecting their choice and privacy.
- Offer short educational talks to multi agencies as requested by the IDVA Service Manager and/or attend IDVA presentations, as directed, with the Service Manager.
- Carry out all necessary administrative tasks in relation to the job; ensuring all service user case notes, support plans and risk assessments are kept up to date. Maintain and update accurate written and computer records of all cases within policy time.
- Follow SafeLives guidance and be up to date with knowledge on new legislation, laws, and acts.
- Monitor and evaluate work undertaken within a performance related framework.
- Participate in the IDVA Duty advisory rota.
- Comply with, and undertake, all adult and children safeguarding procedures and report any public protection or Safeguarding issues to the IDVA Service Manager.

General

- Carry out your role paying due regard to West Wales Domestic Abuse Service policies and procedures, including Health and Safety, Lone Working, Equal Opportunities, Complaints and Compliments, and Quality Assurance.
- Follow West Wales Domestic Abuse Service Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
- Ensure compliance with Data Protection legislation at all times.
- Establish, develop, and maintain an effective working relationship with all work colleagues to ensure an integrated contribution to the organisations objectives.
- Adhere to the organisations Values and Code of Conduct, behaving in a professional, respectful and non-judgmental manner at all times. Ensure that all work is conducted to the highest professional standards.
- Take part in the appropriate training required to carry out the duties of the post and enhance personal development.
- Commit to a continuous improvement culture and be prepared to undertake other duties and responsibilities relevant to the nature, level and extent of the post.
- Act as an ambassador for the Dal I Godi consortium - promoting public awareness of the work of DA Support Services and domestic abuse issues.
- Abide by the guidance and legislation as set out in West Wales Policies and Procedures.
- Ensure a well maintained, taxed, and insured vehicle is reasonably available to ensure that all required tasks can be carried out.
- Work flexibly to cover for other posts as required/appropriate.
- Keep up to date with relevant legislation, local strategies, policies, and procedures concerning children and young people.
- Assist with organising, and take part in, promotional, educational, and funding activities as required.
- Any other duties as required.

This job description is indicative of the range of current duties and responsibilities of the post, it is not comprehensive. It is inevitable that the duties will change as the role develops, and it is essential, therefore, that it should be regarded with a degree of flexibility, so that changing needs and circumstances can be met, all changes will be discussed fully.

Person Specification	
Essential	Desired
<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Minimum 2 years' experience in providing effective high level domestic abuse support. • Recognised IDVA qualification or willing to work towards one. • Good working knowledge of relevant legislation relating to domestic abuse. • Experience of working with adults at risk with complex needs. • Experience of working in partnership. • Advocacy/advice work. • Full driving licence and use of car. • Undertake appropriate training (including SafeLives IDVA training). <p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Knowledge and empathy regarding the impact of domestic abuse on victims and their children. • Risk assessment, safety planning and case management. • Understanding of child safeguarding issues and legal responsibilities. • Computer literacy. • Understanding of confidentiality within a domestic abuse and safeguarding setting. • Strong crisis management skills and an ability to demonstrate resilience in challenging situations. • Ability to prioritise workload. • Ability to maintain personal and professional boundaries. • Commitment to equal opportunities. 	<ul style="list-style-type: none"> • Ability to communicate in both English and Welsh • Experience of working with the criminal and civil justice systems • Any other relevant degrees/professional qualifications.

I acknowledge that I have read and understood the above job description.

Signed:
by the employee

Date:

Signed:

Date: