



Job Title:	Independent Domestic Violence Advisor (female only)
Salary:	£20,500/£21,500 per annum plus on-call allowance
Responsible to:	Support Services Supervisor
Context of Job:	Cardiff Women's Aid delivers expert, specialist, independent and domestic and sexual violence/abuse services to women and children through a range of delivery mechanisms including: specialist risk and needs assessments, individually tailored support packages and group work.
Purpose of Job:	To provide a high-quality frontline service to victims of domestic and sexual abuse, delivering a service to those at highest risk. To work within a multi-agency framework consisting of the MARAC and local partnership responses to domestic abuse.

This role is subject to an enhanced DBS check.

Main Duties:

- Identify and assess the risks and needs of domestic abuse victims using an evidence-based risk identification checklist.
- Focus on and prioritise high risk cases and provide a pro-active, short to medium term crisis intervention service through individual safety planning and personal support.
- Work with high risk victims of domestic abuse to help them access services to keep them and their children safe.
- Advocate for high risk victims with agencies who can help to address the domestic abuse by:
 - I. Understanding the role of all relevant statutory and non-statutory services available to domestic abuse victims and how your role fits into them.
 - II. Providing advocacy, emotional and practical support and information to victims including in relation to legal options, housing, health and finance.
 - III. Working directly with all key agency partners to address the safety of high risk victims and ensuring that their safety plans are coordinated particularly through the MARAC.
- Manage a case load ensuring each client receives the appropriate service individual to their needs.
- Support the empowerment of the client and assist them in recognising the features and dynamics of domestic abuse present in their situation, and help them regain control of their lives.
- Understand multi-agency partnership structures and work within a multi agency setting which will include participation at the MARAC. You will contribute interventions and help design a plan to protect victims and any children, while maintaining an independent role on behalf of your client, keeping their safety as central to any response.

- In accordance with the organisation's case management policy: Be proactive with your Supervisor in carrying out periodic case reviews based on a review of risk and abuse which:
 - I. Feeds back into action planning to further progress, signpost or close cases and;
 - II. Provides feedback to your clients/agencies.
- Help maintain accurate and confidential case management records and databases and contribute to monitoring information for the service.
- Comply with 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 victims of domestic abuse.
- Respect and value the diversity of the community in which the services works in and recognise the needs and concerns 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 and uphold standards of best practice.

General Responsibilities

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

- Attend meetings as necessary
- Participate in support/supervision system
- To represent Cardiff Women's Aid 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 the On-Call Project
- Undertake training to update skills in line with Cardiff Women's Aid Training and Development Policy
- To maintain anti-oppressive and anti-discriminatory work practices
- Abide by Cardiff Women's Aid'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.

Working Patterns

The post-holder is expected to work flexibly between 9am-7pm Monday to Friday. This post may involve working weekends and bank holidays.

The on-call service is delivered 24hrs a day and is staffed on a rota basis. Additional financial increments are paid to those participating in the on-call service.

Person Specification

Criteria	Essential	Desirable
Knowledge		
*Have a good understanding of domestic violence/ abuse including the impact of domestic violence/ abuse on victims and their children.	✓	
*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 these 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 issues in policy and practice.	✓	
Experience		
*Working with vulnerable people, including families and/ or children.	✓	
*Managing a caseload.		✓
*Working within a multi-agency and legislative framework.	✓	
Skills/ Qualifications/ Professional membership		
*Have computer literacy skills and have some experience of working with databases.	✓	
*Hold a CAADA IDVA training certificate, or a relevant degree, or demonstrable equivalent experience or a vocational 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.	✓	
Personal Qualities		
*Be compassionate and empathetic with your client's situation.	✓	
*Show initiative and be proactive when managing your case load and interacting with your clients and agencies you're working with.	✓	
*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.	✓	
*Speak Welsh.		✓

*You are required to demonstrate these on your application form. Please provide an example of work you have undertaken where you have demonstrated this skill.