

Job Description and Person Specification (JDPS)



Accommodation Independent Domestic Violence Advisor (IDVA)	
REPORTS TO:	Service Manager
ANNUAL SALARY:	£26,925.44 <i>Rising by 4% upon successful completion of a 6-month probationary period.</i>
CONTRACT:	Fixed term contract to 31 st March 2025
HOURS	Full time, 37 hours per week
BASE:	Stockport location, with regular travel required across the borough
CHECKS:	<ul style="list-style-type: none"> • Satisfactory Enhanced DBS check • Valid 'Right to Work' document • Professional references covering the last two years
NOTE(S):	Due to the nature of our work, this post is restricted to women applicants only under Schedule 9 (Part 1) of the Equality Act 2010.

MAIN PURPOSE OF THE POST:

The Accommodation IDVA will support and empower victims to build and maintain their resilience and confidence when either moving on from a high risk relationship and remaining in their own home or moving on from emergency accommodation. Working holistically with individuals, both in the community and in safe accommodation, the worker will make interventions to help build upon existing strengths and support networks to enhance resilience, develop self-esteem and minimise the threat of harm to themselves or others.

MAIN TASKS AND RESPONSIBILITIES:

The following details reflect the content of the post at the date prepared. The post holder will be expected to adopt a flexible approach to the duties which may have to be varied, after discussion with the post holder, subject to the needs of the service and in keeping with the general profile of the post. Consequently, this job description may be revised from time to time.

- Delivery of interventions to individuals to reduce the threat of harm focusing on:
 - Reductions in crisis situations related to domestic abuse or relationship issues;
 - Improved mental and physical wellbeing;

- Obtaining or maintaining safe accommodation;
 - Reduced demand upon service such as the police, hospitals and social care;
 - Improving independence and resilience;
 - Improving social inclusion through facilitating access to positive activities and support.
- Provide one-to-one tailored support to individuals seeking refuge and temporary accommodation, and provide a handover support service to those individuals moving out of the Stockport borough.
 - Provide outreach, resettlement and tenancy sustainment support enabling victims in the community to safely maintain their current accommodation, access alternative housing, welfare benefits, legal advice and support services.
 - Provide resettlement advice and information to families prior to their move into safe accommodation and support them practically and emotionally in their new accommodation and during the move itself.
 - Ensure that individuals currently living in abusive situations are aware of their rights and options by providing safety planning advice and explaining the effectiveness of criminal and civil sanctions available.
 - Respond to phone enquiries for support and advice, and where appropriate complete a DASH assessment or signposting information.
 - Where relevant, refer children and young people needing additional specialist support to the appropriate services.
 - To work in partnership with other agencies e.g. police, local authority, health, social services, education, youth service and the voluntary sector to ensure efficient mechanisms for referrals, and advocate for survivors to ensure their needs are met.
 - Work innovatively and where necessary assertively with people to help them achieve agreed outcomes, building upon their existing strengths and support networks.
 - Work with people with a range of needs, managing risk and feeding into organisation and statutory safeguarding teams wider risk management and review system.
 - Where agreed facilitate a safety and support plan that is SMART in application and act as a lead professional to co-ordinate interventions where required. Maintaining and updating records in a timely and accurate manner.
 - Deliver, and motivate people to act upon general advice and navigation towards community based support services.
 - Identify and manage risk issues such as referrals to MARAC in order to safeguard individuals and their children.
 - Abide by Health and Safety regulations and take responsibility for own safety and that of individuals, colleagues and visitors.

- Continually reflect on your own professional performance through participation in regular supervision sessions and Personal Development Reviews.

PERSON SPECIFICATION			
ATTRIBUTE	ESSENTIAL	DESIRABLE	IDENTIFIED
EDUCATION TRAINING KNOWLEDGE	<ul style="list-style-type: none"> Hold relevant qualifications at NVQ Level 3, equivalent experience or a vocational qualification. Experience of or an understanding of domestic abuse, incl. the impact on victims and their families and the legal and practical remedies available to these clients. Awareness of available support services and resources for victims of domestic abuse of varying risk levels Have a clear understanding of child protection issues, and the legal responsibilities surrounding these issues. Have sound knowledge of other voluntary and statutory services involved in the response to domestic abuse. Knowledge of relevant legislation and procedures related to domestic abuse, safeguarding, and housing. Knowledge of Domestic Abuse risk assessment tools including DASH and the MARAC process Understanding of the principles of risk assessment, safety planning and risk management for victims of domestic abuse. Understanding and commitment to equal opportunities and diversity issues in policy and practice. An understanding of the importance of confidentiality, data protection and 	<ul style="list-style-type: none"> Educated to degree level or equivalent Health and Social Care qualification Safelives IDVA accreditation Additional training in areas such as trauma-informed practice, motivational interviewing, or conflict resolution. 	Application form and interview

	<p>professional boundaries when working with adults, children and young people.</p>		
<p>RELEVANT EXPERIENCE <i>(Paid or Voluntary)</i></p>	<ul style="list-style-type: none"> • Experience of providing support to vulnerable adults. • Experience of crisis intervention and risk management • Experience of supporting high-risk victims of domestic abuse • Experience working in homelessness / supported housing sector providing support to individuals to sustain / manage their tenancies and avoid tenancy breakdown. • Experience of working within a multi-disciplinary team and contributing to effective partnership working. • Experience of holding a caseload and providing or arranging services appropriate to need. • Experience of creating, recording and implementing outcome-focused support plans. • Experience of enabling people with a broad range of issues to recognise assets and build resilience. • Experience of assessing, working with and managing risk appropriately. • Experience of delivering psychoeducational interventions to the victims of DA. • Firm understanding of the impact of multiple victimisation. 	<ul style="list-style-type: none"> • Experience of attending TAC, CIN or CP meetings. • Experience in advocating for the needs and rights of victims within various settings, including court hearings or case conferences. • Knowledge and experience of working to the requirements of commissioned services 	<p>Application form and interview</p>

PERSON SPECIFICATION			
ATTRIBUTE	ESSENTIAL	DESIRABLE	IDENTIFIED
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to communicate positively and assertively with people at all levels. • Ability to problem solve, including seeking creative and imaginative solutions. • Ability to build motivational working relationships with people, building on their strengths. • Strong communication and interpersonal skills, including the ability to work effectively with individuals from diverse backgrounds. • Excellent organizational skills, with the ability to prioritize tasks and manage caseloads efficiently - ability to prioritise workloads, manage competing demands; work under pressure and to tight deadlines. • Ability to work within a positive risk taking service environment. • Confident in the use of IT and web based tools/information. • A working understanding of information and advice, signposting and person-centred support. • Competence in maintaining accurate and confidential records. 		Application form and interview
PERSONAL ATTRIBUTES & OTHER FACTORS	<ul style="list-style-type: none"> • Self-motivated, enthusiastic with a “can do” attitude • Ability to travel independently • Willingness to adopt a flexible approach to duties and adapt to changing circumstances. • Ability to work independently and use initiative, as well as part of a team • Commitment to equality and diversity 	<ul style="list-style-type: none"> • Demonstrated ability to implement innovative approaches to support and empower victims of domestic abuse. • Proven track record of using initiative to 	Application form and interview

		identify and address gaps in service provision.	
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