**Threshold DAS Limited**

12-14 John Street.

Llanelli

SA15 1UH

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| Role Profile |

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| **Job title:** | Independent Domestic Violence Advocate |
| Hours: | 37 per week. |
| Contract Length: | Fixed term until 31st March 2025 |
| Reporting to: | Central Services Coordinator |
| Salary: | Salary Scale: £23,000 – £25,641 |
| Base: | Llanelli |
| Overview of Threshold DAS | |
| Threshold DAS is a domestic abuse charity in Southwest Wales, we cover a large and varied geographical area, providing services across Carmarthenshire, Pembrokeshire, Caerphilly, Blaenau Gwent, and Torfaen.  Our service model includes:   * Emergency accommodation for female victims of domestic abuse and their children. * Support in the community and crisis drop-in services (for female and male victims). * Group education, training, upskilling, and employability programmes including the Freedom Programme for female victims, a wide range of qualifications and accredited courses. * Community programmes and support for children and young people exposed to domestic violence and abuse. * Trauma-informed family programmes take a whole family approach and deliver a specific programme and community services for male victims. * Choices Perpetrator Programme * Early Family Intervention programme. * Children and Young Peoples Counselling * Food Bank, Charity shop, Repair Cafe, and Community Garden | |
| Overview of the IDVA project | |
| Dal i Godi 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. The service will address the safety of victims at high riskof 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 referrals are 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 crisisto assess the level of risk, discuss the range of suitable options and develop safety plans. 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 9 am-10 pm with duty IDVA cover each weekday evening between 5-10 pm. Duty IDVA cover will also be available Saturdays & Sundays 9 am-3 pm. | |
| Purpose of the role | |

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| * Address the safety of victims at high riskof 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 crisisto assess the level of risk, discuss the range of suitable options and develop safety plans. * Be proactivein 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 Threshold DAS’ values, and model appropriate behaviours at all times, and in all areas of responsibility. |
| **Key Role Functions** |

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| * 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 different needs and levels of need, depending on their situation. * Undertake an assessment of victims’ needs, risks and suitability to be allocated a place in the service and if not eligible to refer 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 management 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; supervision with your line manager; and clinical supervision 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 promptly. * 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 CADA 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 concerning case progression. * Attend and contribute to Specialist Domestic Violence Courts (SDVC), as well as liaise 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 concerning 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, and 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 concerning 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 on-call 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 Threshold DAS’ policies and procedures, including Health and Safety, Lone Working, Equal Opportunities, Complaints and Compliments, and Quality Assurance. * Follow Threshold DAS’ Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination from 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 organisation’s objectives. * Adhere to the organisation’s 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 the Threshold DAS’ Employee Safety Handbook. * 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 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 taking 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. The duties will inevitably 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, and all changes will be discussed fully.* |

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| **Person Specification** | |
| **Essential** | **Desired** |
| **Qualifications and Experience**   * 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 working with adults at risk with complex needs. * Experience working in partnership. * Advocacy/advice work. * Full driving licence and use of a car. * Undertake appropriate training (including SafeLives IDVA training).   K**nowledge and Skills**   * Knowledge and empathy regarding the impact of domestic abuse on victims and their children. * Risk assessment, safety planning and case management. * Understanding of child protection 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. | * Ability to communicate in both English and Welsh * Experience working with the criminal and civil justice systems. * Any other relevant degrees/professional qualifications. |

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| I acknowledge that I have read and understood the above job description. | | |
| **Signed**:  by the employee |  | Date: |
| **Signed**: |  | Date: |

