

Job Description

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| Job title | Domestic Abuse Advocate parallel to Perpetrator Program |
| Hours of work | 37.5 hours per week |
| Responsible to | Regional Domestic Abuse Manager |
| Responsible for | Students and Volunteers (as appropriate) |
| Job location | Area Base: Dudley  (You may be requested to cover other BCWA areas as directed) |

Working towards the Vision of Black Country Women’s Aid

The Domestic Abuse Advocate parallel to Perpetrator Program must possess the skills and values to challenge abuse and violence within our society acknowledging that those living within and experiencing violence face many barriers to breaking and living free from violence and abuse.

This vital role will specifically be working in partnership with raising awareness around domestic abuse both with clients and professionals who work with perpetrators. This advocate will act as the link between BCWA and the perpetrator programme.

This role will act as a lead professional empowering victims to live free from violence and abuse and an ambassador for BCWA within partnership settings promoting the values and services provided by the organisation

Purpose of the Domestic Abuse Advocate parallel to Perpetrator Program

To provide a high quality front line service to victims of violence parallel to perpetrator who will be going through the perpetrator programme. This support will be risk led, trauma informed response ensuring victims and their children are kept central to the process.

Main responsibilities

*The job description serves to illustrate the type and scope of the role and to provide an indication of the required level and breadth of responsibility*

Leadership

* Identify and assess risks and needs of victims presenting using evidence based tools e.g. Risk Identification Checklist
* Work with the client to provide risk led proactive short to medium crisis intervention
* Establish the risks to, and the needs of, victims/survivors of domestic abuse and communicate routinely with Fry Perpetrator program and establish regular case reviews to monitor risk effectively.
* Support the empowerment of the client and assist in them recognising the features and dynamics of domestic abuse and help them regain control of their lives.
* Recognise and support victims of honour based violence, forced marriage and female genital mutilation and other oppressive practices.
* Work within the multiagency partnership structures including the Multi agency risk assessment conference setting and where appropriate represent clients coordinating their support/ interventions and advocating on their behalf keeping their safety central to any response.
* Advocate on behalf of the client with both statutory and voluntary agencies supporting them to access civil remedies and the criminal justice system.
* Attend and/or arrange operational meeting as necessary
* Develop and deliver individual support and risk management plans to address the risk of harm to victims/survivors of domestic abuse and their children, working directly with all key agency partners. Provide one to one and group support.
* Work in close partnership with perpetrator program providers and other key agencies, and to design plans which protect victims/survivors and their children whilst maintaining an independent role on behalf of the victims/survivors, keeping their safety central to the plans. Provide detailed information to an IDVA to take to MAST/ MARAC where appropriate.
* Work across Children’s Services Integrated Family Support to support victims/survivors of domestic violence and families. To actively participate in the e-CAF system where appropriate and to be integral to Team Around the Family and CAF processes.

Performance

* In accordance with the BCWA Case management procedures maintain up to date professional records carrying out period case reviews based upon risk and abuse to feed into action planning to further progress, signpost or close cases.
* Deliver a responsive service, prioritising work and dealing with competing demands in accordance with BCWA Case management procedures.
* Utilise excellent IT skills to maintain BCWA computerised systems and confidential electronic case management records and ensure that your recordings are accurate and contribute to monitoring for the service.
* Assist in the production of monthly data and statistics to understand and measure performance
* Ensure that accurate outcomes monitoring is undertaken to assess the impact of the IDVA interventions and obtain feedback from the client on their overall support and experiences with BCWA.
* Comply with all BCWA policies and procedures including but not exclusively information sharing, adult and children safeguarding and General Data Protection Regulations (GDPR 2018)
* Remain up to date and compliant with all the organisational procedures, polices and professional codes of conduct and uphold standard of best practice.

Change, Challenge and Improvement

* Positively promote all the work undertaken by BCWA
* Work positively with colleagues to ensure that the service is delivered to clients to a high standard.
* Work with colleagues and stakeholders to develop and maintain effective links with local key partners
* Proactively support the senior leadership team in particular the Head of Domestic Violence and Abuse Services in the continual development of the service.
* Identify new opportunities to engage hard to reach groups respecting the diversity of the community and recognise the needs and concerns of a diverse range of victims/survivors ensuring the service is accessible to all.
* Ensure all services are delivered in a manner that promotes BCWA equality, diversity and inclusion policies.
* Work with colleagues and stakeholders to improve accessibility of services for all victims

Managing people and teamwork

* Work positively and proactively as part of the domestic abuse and violence team and the wider teams within BCWA.
* Support colleagues and partner agencies through raising awareness and institutional advocacy in order to provide the best possible service for victims of violence and abuse.
* Support all new/ ongoing initiatives provided by BCWA and identify new opportunities.
* Participate in fundraising and community development as scheduled throughout the year.
* Communicate effectively and constructively with the Head of DVA services at all times
* To be an excellent ambassador of Black Country Women’s Aid

Health and Safety

* Promote a positive culture and adhere to all policies and procedures in relation to Health and Safety including but not exclusively Lone Working.

Training and development

* Ensure that training and development is kept up to date ensuring that you are “Fit to Practice” in accordance with BCWA operating standards

General Data Protection Regulations (GDPR)

* Ensure that essential information is compliant with GDPR standards and not discussed or disclosed with inappropriate persons and that all information is maintained in accordance with BCWA GDPR standards.

Other Duties

* Undertake any other duties as required

PERSON SPECIFCATION

EXPEREINCE, KNOWLEDGE, SKILLS AND ABILITIES

It is essential that the post holder has the following:

* In depth knowledge and understanding of the issues facing women/ victims who have experienced DVA, with specific knowledge of the effects on health
* Specialist knowledge and/or experience of working with women/victims and children experiencing DVA using evidence based techniques and ability to communicate sensitively.
* Knowledge of a range of options for and rights of women/victims experiencing DVA and proven appliances of these concepts
* Ability to establish and maintain appropriate boundaries when working with women who are experiencing crisis
* Experience of working with women/ victims with a variety of support needs
* An understanding of the needs of minority women experiencing DVA
* Experience of providing and reviewing training and ability to provide on-going training to health professionals
* A knowledge of training strategies and methods
* Knowledge of training in the DVA/violence against women sector
* Experience of building and maintaining partnerships
* Ability to liaise with external organisations
* Ability to work under pressure and to plan and prioritise own workload
* Ability to main administrative and monitoring systems
* Ability to communicate effectively with a range of professionals
* Ability to manage time effectively and prioritise competing tasks
* Knowledge of relevant legislation relating to DVA
* Excellent verbal and written communications skills including report writing and presentation
* Understanding of and commitment to equal opportunities
* Proficient in Word-processing, spreadsheets and databases, preferably in a Windows environment

ATTITUDE AND PRESENTATION

* Smart and professional in personal presentation
* Commitment to anti-discriminatory practice
* Able to critically assess own performance and reflect on own practice
* Reliable and trustworthy
* Efficient and punctual
* Consistent and flexible – able to deal with changing and competing demands
* Ability to think creatively and show initiative
* Non-judgemental and non-directive approach to empowering women along with the ability to understand the individual needs of women
* Ability to establish and maintain appropriate boundaries when working with women who are experiencing crisis

QUALIFICATIONS

Good standard of general education or equivalent experience

WORKING ARRANGEMENTS

Flexible working as and when required

Notes

1. This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. It will be necessary for an enhanced disclosure to be made to the Criminal Records Bureau for details of any previous criminal convictions.
2. Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.
3. The post holder must be female in accordance with the Sex Discrimination Act 1975 Part 7 (2) (e) amended in 1986 and 2008 and incorporated in the Equality Act 2010