# JOB DESCRIPTION

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| **Job Title:** | **CJ IDVA (Criminal Justice Independent Domestic Violence Advisor)** |
| **Date:** | **July 2022** |
| **Department:** | **Support Services** |
| **Line Manager:** | **Senior IDVA** |
| **Grade/Pay Scale** | **£23-25000** |
| **Location:** | **The Haven Wolverhampton** |
| **Status:** | **Temporary to March 2023 Full Time – 37.5 Hours Per Week**  **Every employee is advised that their employment continues only if The Haven Wolverhampton remains able to fund it.** |

# Job Purpose

To provide a high-quality frontline service that is sensitive to the gendered dynamics of VAWG, to victims of domestic abuse, delivering a service to those identified at high risk using initiative at point of referral to ensure that support received is effective and timely.

To be a single point of contact to support clients through the Criminal Justice system, work with CJS partners to ensure that our clients get the best support through this very difficult time in their lives.

To work within a multi-agency framework, advocating within multi-agency settings including MARAC and local partnership responses to domestic abuse on behalf of VAWG support service users and their needs.

To work with the single point of contact to identify repeat referrals and work with victims and agencies to identify underlying issues/causes of why victims are referred back into services.

You will support victims to live safely in their homes, and support with implementation of safety measures, including court orders, security to the home and look at move on accommodation where required.

You will line manage a volunteer/placement or member of the community team, having regular 1-1 meetings and annual appraisals, supporting their development.

# Scope of Job – main tasks, duties and responsibilities

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| **Safety and Specialist support.**   * To be a point of contact for clients going through the CJ system, liaising with partners to ensure that our clients are provided with updates and outcomes in a timely manner. * To build Individual safety and support plans for clients going through the Criminal Justice process, supporting with advocating for your clients needs with partner agencies, including ensuring access to special measures, and drafting protective orders * Provide a specialist pro-active service that reflects women’s’ individual risks and needs, whilst respecting their autonomy and right to make decisions. * Work with women to identify needs of their dependent children and refer to services suitable, and where a child or young person is identified as high-risk, ensure that referrals are made to the relevant statutory agencies. * Challenge norms, raise awareness among professionals and challenge other professionals and services where required (institutional advocacy). * Work with victims to identify barriers to them overcoming abuse and empower them to them in recognise the features and dynamics of domestic abuse present in their situation and help them regain control of their lives, overcoming and addressing barriers, seeking to restore control to women and girls. |
| * Ensure that meaningful support plans and objectives are created and monitored with victims, performing regular reviews to ensure that needs are met at the level of both the individual and the service. * Advocate for victims with agencies who can help to address the domestic abuse by: * Provide advocacy, emotional and practical support and information to victims including in relation to legal options, housing, health and finance. * Work directly with all key agency partners to address the safety of high-risk victims and ensuring that their safety plans are coordinated through professional meetings. * Work within a multi-agency setting which will include participation at the MARAC, contributing to interventions and helping to design a plan to protect victims and children, while maintaining an independent role on behalf of your client, keeping their safety as central to any response. * Be proactive in carrying out case reviews based on a review of risk and abuse which:   1. Feeds back into action planning to further progress, signpost or close cases.   2. Provides feedback to your team/clients/agencies.   3. Ensures safe exit from the service. * Identify and monitor repeat referrals, and work with victims and other agencies to identify underlying issues/causes of why there has been a repeat incident/referral to improve practice and better serve victims. * Utilise wellbeing programmes to work with women and children and provide a wraparound service to support their emotional wellbeing and give ongoing support to help them become independent of the service. * Review cases with non-engagement and identify barriers and challenges that victims face, working to overcome them, whilst addressing challenges with other agencies. * Maintain accurate and confidential case management records and databases, contributing to monitoring of information for the service * Work with women and children to get honest evaluation and feedback regularly, to help develop and steer the design of the service. * If not qualified, be willing to work towards gaining a recognised qualification to support the role of IDVA.     **Housing and Accommodation Safety**   * Working with agencies across the City to develop referral pathways and source referrals to service * Maintaining safety in the home, including obtaining court orders, installation of safety measures * Advise women on housing rights and responsibilities, including maintaining and accessing safe housing options * Empower women to identify long-term solutions to their needs around rehousing and tenancy sustainment * Tenancy sustainment - Advise women on maintaining secure accommodation and liaise with a range of housing providers as appropriate * Identify accommodation options where appropriate and assist with applications |

# General duties and responsibilities

* To line manage a member of the community team, completing regular supervisions, develop work plans and complete annual appraisals
* To undertake such other duties, training and/or hours of work as maybe reasonably required, and which are consistent with the general level of responsibility of this job.
* To have personal responsibility for maintaining personal and professional development to meet the changing demands of the job and the Charity, by undertaking appropriate training and development activities. This includes encouraging and supporting staff and managers in their training and development. • To undertake any health and safety training and related activities such as First Aid, Fire Marshall, Duty Hold, Health & Safety representative etc. as required for the post and as required by The Haven Wolverhampton to ensure their Health & Safety Policy is implemented effectively.
* To ensure equality of opportunity both in service provision and employment, having regard to the needs of the diverse communities we serve.
* To act in accordance with the organisations standing orders, financial regulations and financial procedures.
* To supervise and support volunteers and placements as required.
* To comply with legislation and The Haven’s policies including Confidentiality, Information Sharing, Data Protection, Computer Security, Safeguarding vulnerable adults and children, and Human Rights.
* To undertake any other duties commensurate with the grading of the post subject to reasonable adjustment under the Equality Act.
* To support accommodation staff in ensuring the well-being of residents and their children working directly with our client group, including working within the accommodation if required using the skills associated with the job.
* The duties of the post may change and develop from time to time in the light of new legislation, The Haven’s Policies, organisational development and social trends. Such development will be monitored in conjunction with the Chief Executive and will be reflected as necessary in the aims and objectives of the post.

# Special Conditions (if applicable e.g. unsociable hours, extensive travel etc.)

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| * Able to work unsociable hours on occasions if required to undertake internal Haven activities or external continued professional development activities. * Able to travel as required dependent upon service user need. | | | |
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| Signed (Jobholder) |  |
| Print Name |  | Date: |  | |

# PERSON SPECIFICATION

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| **Job Title:** | Criminal Justice Independent Domestic Violence  Advisor | **Job Purpose:**  To be a point of contact to support victims of abuse through the Criminal Justice system, to look at bringing all agencies on board to support our clients and ensuring that the key CJS partners are on board with supporting our clients through the process.  To provide a high-quality frontline service that is sensitive to the gendered dynamics of VAWG, to victims of domestic abuse, delivering a service to those identified at high risk using initiative at point of referral to ensure that support received is effective and timely.    To work within a multi-agency framework, advocating within multi-agency settings including MARAC and local partnership responses to domestic abuse on behalf of VAWG support service users and their needs.    To address repeat cases and identify underlying issues/causes of why victims are referred back into services. |
| **Date:** | June 2022 |

The Person specification provides a list of essential and desirable criteria which a candidate should possess to be able to perform the job. Each of the criteria listed below will be me

asured through one or a combination of the following: A = Application form; I = Interview; D = Documentation; R = References and T = Test.

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| Experience |  | * Experience of working with vulnerable people. * Experience of managing a caseload. * Experience of working within a multi-agency and legislative framework. Experience of maintaining a high standard of case management records and databases, and an ability to create reports when required. * Have theoretical, practical, and procedural knowledge of civil and criminal justice remedies for victims of domestic abuse and their children. * Understand child protection issues, and the legal responsibilities surrounding these issues. * Understand the principles of risk assessment, safety planning and risk management for victims of domestic abuse and their children. * Understand the remits and resources of relevant statutory bodies and voluntary agencies. * Have a good knowledge and understanding of legislation in relation to Safeguarding Children and Vulnerable Adults, and be able to put that into practice. * Have an understanding of Criminal Justice processes and procedures that can be used to support victims of abuse through the CJ process. | * Experience of working within VAWG setting * Line Management of staff | A  I  R |

**FACTORS ESSENTIAL DESIRABLE IDENTIFIED**

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| Knowledge & Understanding | •  •  • | Have a good understanding of domestic abuse including the impact of domestic abuse on victims and their children.  Have a good understanding that women’s experience of VAWG is not only gendered but can also be connected to factors such as ethnicity, age, class, disability and sexuality.  Demonstrate a commitment to removing the barriers which prevent and/or limit both access and utilisation of services by some groups of women. | • Knowledge/experience of the voluntary sector. | A  I  R  T |

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| Skills & Abilities | * Have computer literacy skills and have some experience of working with databases. * Have excellent communication, negotiation and advisory skills, both written and verbal when interacting with a range of agencies and individuals. * Ability to be compassionate and empathetic with your client’s situation. * Ability to show initiative and be proactive when managing your caseload and interacting with your clients and agencies you’re working with. * Ability to advocate on victim’s behalf’s, challenging other professionals where required. * Ability to work flexibly as part of a team. * Ability to analyse and be a critical thinker – scrutinising and challenging as needed. * Ability to be optimistic about the possibility of personal growth and change. * Ability to motivate individuals and agencies to move through courses of action and decision-making processes. * Be confident in challenging norms, and other agencies/professionals (institutional advocacy) | | •  • | Skills and experience in managing staff and/or volunteers.  Ability to speak/write in a community language. | A  I  R |
| Qualifications & Training | • | None required. | • If not qualified, a willingness to work towards becoming qualified to a minimum level 3. | | A  I  D |
| Other Special Requirements | •  •  • | Able to work unsociable hours on occasions if required to undertake internal  Haven activities or external continued professional development activities Travel as needed depending on women need  Be committed to the aims and objectives of The Haven Wolverhampton in supporting women and any dependent children who are homeless through reasons such as domestic abuse. |  | | I |