



### FEMALE<sup>1</sup> COMMUNITY IDVA (Independent Domestic Violence Advisor)

<b>FULL TIME:</b> 37 Hours per week	<b>Salary:</b> £25,250
Contract until June 2021. Continuation subject to funding	
<b>SECTION:</b> West Sussex Connect	
<b>POST TITLE:</b> Community IDVA (Medium Risk & Engage)	<b>Location:</b> West Sussex, working across Worthing & Adur (with local travel as required)

#### JOB PURPOSE

Work as a Community IDVA (Independent Domestic Violence Advisor) within the West Sussex Connect Model, to support those victims of domestic abuse assessed to be at medium risk of harm (including those participating in the Engage Programme)

Create tailored support plans that address risk and reflect each client's needs, strengths and agreed goals.

Work closely with other local services as required to provide holistic support that reduces risk, facilitates longer-term recovery and enables each client to develop the skills and resources to move on and maintain independence.

**Responsible to: Connect Delivery Lead**

#### MAIN DUTIES

- Provide a high-quality frontline service to victims of domestic abuse, working specifically with those clients assessed at medium risk.
- Manage a caseload of between 50 to 60 clients annually:
- Facilitate a 4 week holistic assessment allowing time to gradually build a relationship with each client, incorporating risk and safety, strengths and needs.
- Support clients to identify their aims and agree short-term goals.
- Facilitate regular reviews with each client to ensure support is focussed and achieving the agreed aims.
- Provide advocacy, practical and emotional support.
- Support clients to identify and build on their strengths, assets and resources, both internal and external, with the aim of increasing resilience.
- Identify and support access to therapeutic interventions for clients as required.
- Develop and manage links with a variety of community services to ensure ease of access and signposting for clients.
- Where another professional is best placed to lead on support, provide indirect support through expert advice and information, working in a collaborative way.
- Support facilitation of group programmes and activities including drop-ins at other services to support service users in the community.
- Manage the safeguarding of vulnerable adults and children in line with organisational policy, in discussion with a Senior/Manager and with an open communication with Children and Families and

<sup>1</sup> Open to Female applicants only, as a Genuine Occupational Requirement In accordance with schedule 9 (Part 1) of the Equality Act 2010

Adult Services.

- Respect and value the diversity of the community in which the services works, and recognise the needs and concerns of a diverse range of survivors ensuring the service is accessible to all.
- Maintain thorough, confidential and up-to-date service user records and case management notes using a client database.
- Ensure encouragement and regular opportunities are given for clients to feedback on the service and that they are informed of the impact of their input.

**Organisation**

Aurora New Dawn is managed by the Chief Executive Officer.

The line management for this post will be undertaken by the Connect Delivery Lead

The service is Registered Charity and has a board of trustees and a full constitution to adhere to.

**Corporate Responsibilities**

- The above range of duties and responsibilities is not exhaustive: post holders will be expected to perform work of a similar level and responsibility when requested to do so.
- Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice.
- Observe duty to all Health and Safety rules and take all reasonable care to promote the health and safety of yourself and others.
- Act in a way that supports and promotes Aurora New Dawn's Equal Opportunities Policy, which aims to ensure everyone has equal treatment and equal access to employment and services.
- Contribute to Best value by working in an effective, efficient and economic way, and to suggest and implement improved ways of working wherever possible.

**Data Protection and IT Security**

All staff must strictly adhere to Aurora New Dawn policies on Data Protection and IT security as instructed by Chief Executive. Any breach of these policies could invoke the Aurora New Dawn disciplinary procedures, which could result in dismissal.

**Confidentiality of Information**

Any information which staff have access to as a result of their employment with Aurora New Dawn must be regarded as confidential and must not under any circumstances be divulged to a third party without the appropriate authority (not even to relatives or close friends). If it is found that a member of staff has divulged such information, it may be appropriate to invoke the Aurora New Dawn disciplinary procedures, which could result in dismissal. All staff must be vigilant and careful to ensure that all information, which they have access to, remains confidential.

**Customer Service**

All Aurora New Dawn employees must be committed to Customer Service with both internal and external clients. It is essential to maintain a high level of competence in this area.