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**JOB DESCRIPTION**

**FEMALE\* ADVOCATE EDUCATOR – DOMESTIC ABUSE**

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| **POST TITLE:** Female\*Advocate Educator   | **Salary:** £22,221 p.a **Within band** : 7 |
| **SECTION:** Outreach/IRIS Service  | **LOCATION:** Southampton (with regular local travel) |
| **FULL TIME:** 37 Hours per week**CONTRACT TO**: March 2022.  (Continuation subject to funding.) | \*Genuine occupational requirement in accordance With Schedule 9 (part 1) of the Equality Act 2010 |
| **ROLE OUTLINE**The Advocate Educator is responsible for the ongoing delivery of the IRIS (Identification & Referral to Improve Safety) service in Southampton, working directly with GPs in the City. They will provide training to general practices, on-going support for health professionals and advocacy for patients who have disclosed their past or current experiences of DVA to general practice teams. Core duties include:* Supporting and providing on-going training for health professionals in general practice on understanding and responding to domestic violence and abuse (DVA)
* Encouraging health professionals to ask women about their experience of abuse and respond, record, safety check and refer
* Building and maintaining an effective relationship with general practice teams
* Providing individual needs-led information, support and advocacy (including sign-posting) for women who disclosed their past or current experiences of DVA

**MAIN DUTIES**This role involves two key elements: practice-based work and advocacy & support:**Practice-based work:*** Deliver training to health care professionals about DVA in participating general practices – either face to face or virtually depending on requirements and current guidelines.
* Promote awareness of the experiences and needs of people living with or escaping DVA, particularly in relation to their health
* Encourage health professionals to ask individuals about their experience of abuse and respond, record, safety check and refer appropriately.
* Build and maintain effective relationships with general practice teams, including the provision of refresher training as required.
* Further develop effective assessment and monitoring procedures and ensure that clear accurate records are kept and maintained
* Review number of advocate referrals made by clinicians in participating general practices

**Advocacy and support:*** Provide individual needs-led information, support and advocacy (including sign-posting) to survivors, including those who have disclosed their past or current experiences of DVA to general practice teams.
* Assess risk using the DASH risk indicator checklist, ensuring that this risk is reviewed on a regular basis
* Work with those experiencing DVA to increase their personal safety (and that of any children) and inform them of their rights and options in terms of housing, legal and welfare rights
* Work effectively in partnership with other agencies and refer on appropriately, dependant on need and risk. This may include referral to specialist agencies, to other specialist DVA services or other external processes (for example MARAC).
* Attend multi-agency meetings where required.
* Keep accurate records of all work done with or on behalf of clients and produce written reports as requested, including regular reports in relation to referrals and the take up of these referrals, as well as advocacy activity including outputs and patient outcomes
* Contribute to duty cover at the main (Portsmouth) office, on a rota basis.
* Assist the wider outreach team with client work as and where required

**Responsible to: Service Manager** |
| **Organisation**Aurora New Dawn is managed by the Chief Executive OfficerThe line management for this post is undertaken by the Service Manager The service is Registered Charity and has a board of trustees and a full constitution to adhere to.   |
| **Corporate Responsibilities**1. 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.
2. Remain up-to-date and compliant with all organisational procedures, policies, values and professional codes of conduct and uphold standards of best practice.
3. Observe duty to all Health and Safety rules and take all reasonable care to promote the health and safety of yourself and others.
4. 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.
5. Contribute to best value by working in an effective, efficient and economic way, and to suggest and implement improved ways of working wherever possible.
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| **IT Security**All staff must strictly adhere to current Aurora New Dawn policy on IT security as instructed by Chief Executive. Any breach of this policy could invoke the Aurora New Dawn disciplinary procedures, which could result in dismissal.  |
| **Confidentiality** 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. |

**This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment**.

**PERSON SPECIFICATION**

**Female\* Advocate Educator**

1. **KNOWLEDGE, SKILLS AND ABILITIES**

It is essential that the post holder has the following:

* Knowledge and understanding of the issues facing survivors and children experiencing DVA, including specific knowledge of the effects on health.
* Knowledge of a range of options for and rights of those experiencing DVA and proven application of these concepts
* Knowledge of relevant legislation relating to DVA
* Ability to communicate sensitively with clients who may be distressed
* Understanding of Child Protection issues, and the legal responsibilities surrounding these issues.
* Ability to work under pressure and to plan and prioritise own workload
* Ability to communicate effectively with a range of professionals
* Ability to establish and maintain appropriate boundaries when working with those who are experiencing crisis
* Ability to maintain effective office systems
* Ability to manage time effectively and prioritise competing tasks
* Knowledge of effective training strategies and methods
* An understanding of the needs of minority groups experiencing DVA
* The ability to confidently represent the organisation at local meetings/multi-agency groups as required
* Excellent verbal and written communications skills
* Understanding of and commitment to equal opportunities
* Ability to travel locally, and occasionally nationally.
1. **EXPERIENCE**

You are required to have experience of:

* Working with victims of domestic abuse, including risk assessment and safety/support planning
* Delivering and reviewing training, preferably within the Violence against Women sector. Experience of delivering to health professionals would be advantageous.
* Report writing and the collection and analysis of data
* Building and maintaining partnerships
1. **PERSONAL QUALITIES, ATTITUDE AND PRESENTATION**
* Commitment to a feminist ethos
* 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 clients along with the ability to understand the individual needs of those experiencing domestic abuse

**ADDITIONAL INFORMATION**

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

This post is open to Female applicants only, as a genuine occupational requirement in accordance with Schedule 9 (part 1) of the Equality Act 2010

* This post will be based in Southampton with some travel locally. Aurora’s main office is in Portsmouth and staff will be expected to travel there as and when required, including for duty cover. During the initial induction period there will be some additional travel to the main Portsmouth office. For this reason it is essential that you have your own transport. Occasional national travel will also be required.

**Please note: due to the nature of the post all applicants must have access to their own vehicle and possess a full, clean UK driving licence.**