**JOB DESCRIPTION**

**Post:** IDVA / Community Worker

**Hours of Work:** 37 hours per week FTE (some evening work may be required)

**Salary:** £29,000 full time

**Job Purpose:**

* To deliver high quality outreach and advocacy services for men affected by domestic violence.
* To develop and deliver a range of support services to male victims of domestic abuse, including those at the highest risk within the community
* Work within a multi agency framework which includes MARAC and local partnership responses to DA

**Responsible to:** Director of Services

**Duties and Responsibilities**

* To work with men to identify their support needs and incorporate these into women’s Individual Support Plans (ISP)
* To develop and produce an ISP for each service user and review on a regular basis
* Refer men and children to specialist agencies where necessary as part of their ISP
* Manage a caseload ensuring each man receives the appropriate service individual to their needs
* Advocate for men with agencies who can help in addressing the domestic abuse
* To recognise men’s individual needs, providing a short to medium term service to meet those needs
* To carry out risk assessment and safety planning with men and to promote men’s safety in multi-agency settings such as MARAC
* To keep up to date with current legislative changes
* Maintain accurate, confidential case records in line with data protection policies.
* Raise awareness of domestic abuse and the IDVA service through training and outreach as required.
* To provide group work as required by the service.
* To participate in multi-agency work as agreed with your line manager
* Maintain accurate, confidential case records in line with data protection policies.
* To support monitoring and evaluation procedures.
* Manage a caseload.
* Develop appropriate methods of communication with men.
* To promote awareness of the impact of domestic violence on men
* To always ensure adherence to the Confidentiality and GDPR procedures

**Administration:**

* To work within Relationships Coventry and Warwickshire administrative systems.
* To ensure that adequate records are kept for all service users.
* To ensure that Health and Safety records are kept up to date.
* To complete monitoring and evaluation tools

**Communication:**

* To attend training as required.
* To attend support and supervision sessions with your line manager.
* To develop professional working relationships internally and with external agencies.
* Feedback relevant issues from external meetings/training to colleagues and management teams as appropriate.

**General:**

* To maintain the confidentiality of the men using the service.
* To maintain confidentiality in all matters relating to the organisation.
* To offer an equal service to all men regardless of age, class, culture, language, race, religion and sexual orientation, adhering to Relationships CW policies and procedures for equal opportunities and anti-discriminatory practice.
* To work within Relationships CW policies and procedures and demonstrate a commitment to the values and ethos of Relationships CW.
* To undertake any other duties required, which may arise incidentally, develop or be assigned commensurate with the post.

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# Person Specification

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| **Commitment and Understanding** | **Form** | **Interview** |
| Commitment to services for men affected by domestic violence | X | X |
| Commitment to work within Relationships CW policies and procedures |  | X |
| An understanding of men’s issues in relations to domestic abuse and its implications | X | X |
| Commitment to providing services within an anti-discriminatory/equal opportunities framework to meet individual needs | X | X |

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| **Experience** | **Form** | **Interview** |
| Of providing practical and emotional support to men affected by domestic violence | X | X |
| Of offering advice and information and advocating for service users on a range of issues including homelessness, benefits, legal, social welfare issues, etc | X | X |
| Of developing and maintaining effective working relationships with external agencies | X | X |
| Of working within safeguarding guidelines to protect and promote the well-being of children and vulnerable adults | X | X |

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| **Skills** | **Form** | **Interview** |
| A professional approach to communicating with and engaging service users in the development and delivery of the service |  | X |
| The ability to carry out safe working practices essential within domestic abuse services including risk assessment, safety planning and the implementation of confidentiality procedures | X | X |
| The ability to build good relationships with other staff and volunteers and to work as part of a team |  | X |
| The ability to prioritise and manage a varied workload |  | X |
| Good administrative skills and the ability to work with Microsoft Office | X |  |
| A willingness to work flexibly to ensure the needs of the service are met |  | X |

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| **Desirable** | **Form** | **Interview** |
| Relevant qualifications | X |  |
| The ability to speak an additional language | X |  |
| Current driving licence and access to a car for work | X |  |