

## **BIRMINGHAM & SOLIHULL WOMEN'S AID JOB DESCRIPTION**

**Post:** MARAC IDVA

**Hours Of Work:** 37 hours per week (out of hours & weekend work will be expected)

**Salary Scale:** £23,279.46

### **Job Purpose:**

- To plan and implement high quality support and advocacy services for women affected by domestic violence who are deemed as being high risk and/or whose abusers are involved with the Drive perpetrator project.
- To work within a multi-agency framework to ensure the safety of women is prioritised.

**Responsible To:** Safety Unit Manager

### **Duties and Responsibilities:**

#### **Support work:**

- To recognise women and children's individual needs, providing a short to medium term service to meet those needs
- To support the empowerment of the service user and facilitate their understanding of the dynamics of domestic violence
- To carry out risk assessment and safety planning with women
- To promote women's safety within multi-agency arenas such as MARAC and Drive meetings
- To work with women to access services to help keep them and their children safe
- To facilitate access to BSWA and its services
- To devise and implement appropriate and safe methods of communication with women and children, in agreement with your line manager

#### **Development**

- To keep up to date with current legislative changes for dissemination within staff team, and for use when working with women and children around their rights.
- To identify and make links with existing projects and community services and to develop joint services where appropriate
- To keep abreast of issues regarding domestic violence on a national and local level with particular reference to those that may affect the work of the service
- To promote awareness of the impact of domestic violence on women and children and BSWA services
- To participate in multi agency work as agreed with your line manager

#### **Administration:**

- To work within BSWA's administrative and financial 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 produce monthly reports for your line manager

- To monitor and evaluate the MARAC IDVA and Drive Service, via various methods including feedback from service users and produce statistical information

**Communication:**

- To ensure that all staff team members are aware of any matters that are relevant to the welfare and security of the refugees, staff, volunteers and service users by:
  - a) Maintaining BSWA communication records
  - b) Following safety procedures
  - c) Attending team meetings
  - d) Carrying out risk assessments in conjunction with your line manager
- To attend in-house training
- To identify and attend training and conferences relevant to the post, in agreement with your line manager
- To attend support and supervision sessions with your line manager
- To develop a professional working relationship with external agencies
- Feedback relevant issues from external meetings/ training to the staff and management teams as appropriate
- To be involved in the Annual Review process

**General:**

- To maintain the confidentiality of the women and children using the service and in all matters relating to the organisation
- To offer an equal service to all women and children regardless of age, class, culture, language, race, religion and sexual orientation
- To work within BSWA policies and procedures and demonstrate a commitment to the values and ethos of BSWA
- To work within BSWA and local multi-agency child and adult safeguarding procedures.
- To work within BSWA's framework for equal opportunities and anti-discriminatory practice
- To undertake any other duties required by BSWA, which may arise and commensurate with the post

## Birmingham and Solihull Women's Aid

### Post: MARAC IDVA Person Specification

<b>Commitment and understanding:</b>	Form	Interview	Test
Commitment to services for women and children affected by domestic violence.	X	X	
Commitment to work within BSWA ethos, policies and procedures.		X	
An understanding of women's issues and feminist principles, in particular around the issues of domestic violence and its implications for women and children.	X	X	
Commitment to providing services within an anti-discriminatory/equal opportunities framework to meet individual needs.	X	X	

<b>Experience</b>	Form	Interview	Test
Of providing practical and emotional support to women and children 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	

<b>Skills:</b>	Form	Interview	Test
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 violence 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	

<b>Desirable</b>	Form	Interview	Test
Relevant qualifications	X		
Current driving licence and access to a car for work	X		
The ability to speak one or more of the community languages of Birmingham	X		