



BIRMINGHAM & SOLIHULL WOMEN'S AID

JOB DESCRIPTION

POST:	Health Staff IDVA
HOURS OF WORK:	22 hours per week (may include weekend and evening work)
SALARY SCALE:	£28,082 pro rata

Job Purpose:

- To provide referral pathways for the BSOL health workforce in relation to domestic violence & abuse, as well as individual information, support and signposting for women staff members disclosing experiences of being subject to domestic violence/ abuse.

Responsible To: Service Manager (IRIS and Health IDVAs)

Duties and Responsibilities

Practice-based work

- To promote awareness of the project and of experiences and needs of women subject to DVA.
- To be based at BWC and develop a good relationship with all staff and work effectively as part of the departmental team. This includes:
 - provision of systematic support to teams in participating departments, including meeting with individuals and small groups of clinical and administrative staff
 - working closely with DVA champions in each department, where applicable
 - attending relevant meetings
- To further develop effective assessment and monitoring procedures and ensure that clear accurate records are kept and maintained

Advocacy and support service

- To provide referral pathways for BSOL staff members to access a specialist service in relation to both their professional and/or personal experiences of domestic abuse.
- To provide support to women employed by BSOL ICB, who self-refer to the IDVA regarding their personal experiences of DVA.
- To provide advice and information to BSOL staff members, enabling them to respond safely and appropriately in supporting and signposting their patients affected by DVA.
- To provide direct casework support, advice, information and advocacy to women experiencing DVA through telephone contact, and/or meetings at Birmingham Women's & Children's Hospitals.
- To work with women 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
- To be clear of Safeguarding principles, working to BSWA policy & procedures.
- To develop good working relationships and liaise with outside agencies when needed. This will include referral to colleagues within BSWA, to other specialist DVA services or other external agencies when appropriate
- To keep accurate records of all work done with or on behalf of clients and produce written reports as requested, including a monthly report of referrals and the take up of advocacy and support, including outputs and patient outcomes
- To contribute to monitoring and evaluation of the project.

Administration and Monitoring

- To work within BSWA's administrative and financial systems
- To keep accurate records of financial transactions in line with BSWA's procedures
- To ensure that Health and Safety records are kept up to date
- To monitor and evaluate the service, via various methods including feedback from service users
- To contribute where appropriate to the preparation of returns for funders

Communication:

- To ensure that all staff team members are aware of any matters that are relevant to the welfare and security of the staff, volunteers and service users by:
 - Maintaining BSWA and trust communication records
 - Following safety procedures
 - Attending team meetings
- To attend in-house and Trust training
- To attend support and supervision sessions, including case reviews and safeguarding, with your line manager
- To develop a professional working relationship with external agencies
- To be involved in the Annual Review process
- To participate in multi-agency work, including delivery of training and awareness sessions, as agreed with your line manager
- To promote awareness of BSWA services and the impact of domestic violence on women and children

Training:

- To identify and attend training relevant to the post in agreement with your line manager
- To work alongside colleagues to organise in-house training and information sessions on a range of issues for service users
- To participate in the development and annual appraisal of a personal individual development plan with the line manager

General:

- To work within BSWA and Trust policies and procedures and demonstrate a commitment to the values and ethos of BSWA.
- To work within BSWA's and Trust's framework for equal opportunities and anti-discriminatory practice and offer an equal service to all women, children and young people regardless of age, class, culture, language, race, religion and sexual orientation
- To maintain the confidentiality of women and children using the service, and in all matters relating to the organisations.
- To work within BSWA, Trust and local multi-agency adult and child safeguarding procedures. Where this may produce conflict immediately raise with line manager. (Worker will be trained to level 3 safeguarding)
- To maintain an awareness of the issues surrounding domestic violence on a national and local level
- To work within the principles and standards of Birmingham DV Standards and support Birmingham Domestic Abuse Strategy
- To ensure the efficient use of resources at all times
- To undertake any other duties required by BSWA, which may arise incidentally, develop, or be assigned commensurate with the post

Person Specification:

Post: Health Staff IDVA

Commitment and understanding:	Form	Interview
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.	X	X

Experience		
Of delivering training and awareness sessions for professionals	X	X
Of carrying out needs and risk assessments and support of women, particularly young women, experiencing abuse	X	
Of developing and promoting projects		X
Of working within safeguarding guidelines to protect and promote the well-being of children and young people	X	X
Of monitoring and evaluating projects	X	X

Knowledge & Skills:		
Knowledge of options for and rights of women experiencing abuse	X	X
The ability to develop and maintain partnerships with other agencies	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

Desirable		
The ability to speak one or more of the community languages of Birmingham	X	
Relevant qualifications	X	