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**Next Link Job Description**

**Post:** **Black & Minoritised Communities Independent Domestic Violence Advisor**

**Responsible to: Duty and Crisis Manager**

**Hours: 26.25 hours per week (over 4 days Monday to Friday)**

**Some additional evening and weekend working on a rota basis**

**Location: Bristol**

**MAIN OBJECTIVES**:

1. To provide a crisis response service to Black, Asian, Minority and Ethnic women and children experiencing domestic abuse and in need of help in a crisis situation.
2. To promote the service within Black, Asian, Minority and Ethnic community and liaise closely with agencies who will make referrals such as police, health visitors etc.
3. To provide a confidential service.
4. To work within Next Link's policies and procedures and to act in the best interests of Next Link and contribute to the future development of the Domestic Abuse Services.

**PRINCIPLE RESPONSIBILITIES**

# **1. Referral service**

1. Take referrals from a range of agencies including health, housing and homelessness, the Police, and from women themselves.
2. Carry out needs and risk assessments.
3. Present the full range of housing and legal options, both civil and criminal, to the woman. Assist the woman to think these options through.
4. Liaise closely with all referring agencies
5. Book interpreters when necessary.

**2. Support service**

To help the woman stay at home

1. Form a safety plan and risk management plan with the woman to ensure her future safety.
2. Make referrals to the Safe-Homes service via the police, in order to make the home safe.
3. Assist with going to a solicitor, attending court, obtaining injunctions and other legal remedies.

To help the woman move out

1. Find appropriate refuge in or outside the city as appropriate and liaise closely.
2. Assist to get a travel warrant and benefits as needed.
3. Take to bus or train station.

# **3. Follow up support**

1. Provide practical and emotional support to a family for up to 4 weeks and make referrals to other appropriate agencies.
2. Liaise closely with all agencies involved.
3. Make referrals where appropriate to long term specialist services.
4. Carry out a risk assessment of the children and in consultation with the Manager, refer children to Social Services in line with our Child Protection Policy.
5. Support women through the Criminal Justice system, explaining the procedures and their role and rights within that system.
6. Make referrals to MARAC for very high risk women and participate in the MARAC process.
7. Publicise the service on a continual basis and specifically to communities who find accessing the service difficult - e.g. women who have English as a second language.
8. **Team tasks**

### To be included in the Crisis Response Service duty rota.

1. To attend team meetings.

##### **5. General responsibilities**

### To promote the good name of the organisation and develop effective working relationships with external organisations.

### To comply at all times with the organisations agreed aims and principles and the accepted Code of Conduct.

### To observe health and safety procedures in the workplace and ensure personal safety. Safeguard the interests and safety of colleagues, customers and visitors.

### To work as part of a small team, including the provision of cover for colleagues.

### To participate in organisational training and development events.

### To uphold the service users' involvement policy and promote it appropriately.

### To participate in regular one-to-one supervision, reviews, and annual appraisals and attend training as identified.

### To carry out such duties consistent with the above as may be required from time to time.

***It is essential to the development of our service delivery that the post holder is able to respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the post holder may have over time, with the job description being subject to review and periodic amendments.***

***Missing Link is committed to safeguarding and promoting the welfare of children, young people and adults at risk of abuse, and expects all staff and volunteers to share this commitment.***

***Missing Link is committed to Equal Opportunities.***

***\*Due to the specific requirements of this role, this post is exempt under the Equality Act (2010), Part 1, Schedule 9 (Genuine Occupational Requirement.)***

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**Person Specification: Black & Minoritised Communities IDVA**

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| Skills and Experience | Essential | | Desirable |
| Knowledge and understanding of Black & Minoritised Communities values and cultures | **✓** | |  |
| An understanding of the impact of domestic abuse on Black, Asian, Minority and Ethnic women and children | **✓** | |  |
| An understanding of the importance of confidentiality | **✓** | |  |
| An ability to work well in a crisis. | **✓** | |  |
| An understanding of risk assessments within crisis work. | **✓** | |  |
| An ability to create safety plans for women at risk of domestic abuse. | **✓** | |  |
| Experience of lone working in the community. | **✓** | |  |
| Experience of building relationships quickly and short term working | **✓** | |  |
| An ability to support the family in an individual setting within the boundaries of a professional relationship | **✓** | |  |
| Experience/understanding of assessing needs. | **✓** | |  |
| Experience of working in a multi-disciplinary team setting and effective liaison/communication skills. | **✓** | |  |
| An ability to maintain accurate, up to date case notes and to record statistical data as required | **✓** | |  |
| An ability to manage own caseload on a day to day basis | **✓** | |  |
| An ability and commitment to working as part of a team and able to work on own initiative. | **✓** | |  |
| Experience of and an understanding of cultural diversity. | **✓** | |  |
| Fluency in another language. | **✓** | |  |
| Knowledge | Essential | | Desirable |
| Demonstrable understanding of the diverse needs of families experiencing domestic violence and the discrimination issues as they relate to BME women escaping domestic violence. | **✓** | |  |
| Knowledge of criminal and civil legal remedies and housing law relating to domestic abuse | **✓** | |  |
| Knowledge of health and safety issues specific to women fleeing domestic abuse and lone working | **✓** | |  |
| Knowledge of Domestic Abuse risk assessment tools including DASH and the MARAC process | **✓** | |  |
| Understanding of Health and Safety issues, especially those relevant to domestic abuse and lone working | **✓** | |  |
| A thorough understanding of safeguarding relating to vulnerable adults and children, including how and when to report concerns | **✓** | |  |
| Knowledge of mental health legislation |  | | **✓** |
| Up to date knowledge of the welfare benefits system and the ability to ensure service users maximise their benefit entitlement | **✓** | |  |
| Values | Essential | | Desirable |
| An understanding and commitment to meeting the needs of vulnerable women | **✓** | |  |
| A commitment to the Victim’s Code of Practice | **✓** | |  |
| Commitment to diversity and equal opportunities at work | **✓** | |  |
| Commitment to service user participation and involvement | **✓** |  | |
| Other | Essential | Desirable | |
| Be available and committed to be part of the out of hours on call rota and work flexibly including some evening and Saturday mornings on a rota basis | **✓** |  | |
| A current, full driving licence and access to appropriate motorised transport | **✓** |  | |