



Family Court Domestic Abuse Support Worker (DASW) Job Description & Person Specification

Job title:	Family Court Domestic Abuse Support Worker (30 hrs over 5 days)
Responsible to:	Pathfinder Team Leader
Contract:	12 months initially with possible extension
Grade/Salary:	£26,751 (FTE)
Work location:	Bradford

Background:

The West Yorkshire Pathfinder Partnership (WYPP) will deliver Family Court IDVA support to individuals, families and their children going through the Family Court process as part of the Pathfinder programme. Pathfinder aims to improve the overall court experience of children and families, reducing delays in the process and the number of returning cases through a multi-agency approach.

WYPP is a partnership between Staying Put as the lead provider, Leeds Domestic Violence Service represented by Leeds Women's Aid and Behind Closed Doors, WomenCentre, Pennine Domestic Abuse Partnership and the Wakefield domestic abuse service.

This is initially a 12-month pilot that is likely to be extended based on the outcomes from other pilot areas across the UK.

Job summary:

This role will suit organised, process driven individuals with a strong attention to detail and the ability to support and empathise with people navigating the family court process. Based in Staying Put's Bradford office but working across the partnership to deliver a seamless pathway for referrals from CAFCASS and the local authorities, responding to enquiries and providing advice, support and guidance to those waiting to access service support. You may be required to support the wider team during periods of absence, providing emotional support and initial assessment of risk and needs to individuals who are navigating the family court. As part of the role you will assess individuals for, and refer on, within the partnership for the appropriate intervention identified.

The successful candidate will be an exceptional communicator both over the phone and able to write concise and accurate case notes. Experience of understanding safeguarding processes is essential as well as the ability to work as part of a team.



Main Duties and Responsibilities:

1. Day-to-day running of the administration functions of the WYPP, ensuring good practice, legislative and procedural guidelines are followed, with full regard to confidentiality and non-disclosure agreements.
2. Support the work of the WYPP team in the day-to-day functions ensuring the smooth operation of the referral and assessment process.
3. Assess and triage incoming referrals and enquiries daily, input information on the OASIS system and assign tasks to the Family Court IDVA team.
4. Contact clients and complete the pre-assessment work on OASIS including confidentiality statement, information sharing privacy notice, equalities monitoring information and basic client details.
5. Maintain positive working relationships with wider stakeholders of the Pathfinder programme to ensure clear communication of processes thus managing expectation.
6. Respond to referrals and enquiries in a timely manner.
7. Provide initial assessment and support to survivors of domestic abuse and their family going through the family court process when required to do so.
8. Consider the needs and safety of adults and any children/young people at risk ensuring that appropriate action is taken to safeguard them.
9. Ensure accurate and timely case recording and that information is kept secure in line with the data protection policy.
10. Participate in multi-agency work, including contributing to training, as agreed with your line manager

General duties:

1. Work flexibly with some unsociable hours to meet the needs of the partnership and the programme.
2. Develop and maintain good working relationships with all relevant services for effective partnership working.
4. Maintain accurate case records.
5. Attend meetings and take notes as required.
6. Attend in-house and Family Court training.
7. Participate in regular support, supervision, reviews and appraisal with line manager.
8. Carry out other such duties as appropriate to the scope and grade of the post, as may be requested from time to time.



This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Person Specification

Whilst having any or all of these skillsets below are advantageous to the role, we recognise that many candidates may not possess all of them and welcome applications from people with suitable transferable skills.

A = Application Form I = Interview

KNOWLEDGE AND QUALIFICATIONS:

1	Have a recognised domestic abuse qualification or experience of working in a relevant field	A
2	A good understanding of violence against women and girls with a particular focus on the dynamics of domestic abuse and its impact on children, families, and communities	A/I
3	Knowledge of safeguarding practice, procedures and legislation	A/I
4	Knowledge of family court proceedings desirable, including issues arising for adults and children subjected to domestic abuse	A/I

EXPERIENCE

1	Experience of supporting individuals who have experienced domestic abuse, forced marriage or so-called 'honour-based violence'	A
2	Experience of risk and needs assessment, safety and support planning, particularly with clients with complex/multiple needs	A/I
3	Experience of partnership working and of maintaining excellent working relationships with a range of stakeholders	A
4	Working knowledge of MARAC processes (desirable)	A/I

SKILLS

1	Excellent listening skills and the ability to communicate well with a wide range of people of all ages and backgrounds	A/I
2	Excellent risk assessment, support and advocacy skills and the ability to advocate successfully using evidence and professional experience	A/I
3	Excellent organisational and time management skills with a high attention to detail	A/I
4	Ability to work well within a team and responsibly on your own initiative, and of maintaining professional boundaries with clients and partner agencies.	A/I
5	Flexible, proactive approach and a good ability to prioritise work	A/I
6	Good crisis management skills and the ability to work effectively under pressure and to deadlines.	A/I

GENERAL

1	Full valid driving licence with business use insurance.	A
2	Clear boundaries and a willingness to accept line management and make effective use of supervision.	A
3	A good understanding of the importance of confidentiality and anti-discriminatory practice; safe practice and health and safety procedures.	A/I



4	Demonstrate a commitment to the principles of equal opportunity and diversity ensuring inclusivity across all aspects of service delivery.	A/I
5	An understanding of the feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people's lives.	A
6	A can-do attitude with the commitment to see a project through to its completion.	A

Due to the nature of this role we will be considering female applicants only in accordance with the provisions of the Occupational Requirement (Equality Act 2010, Schedule 9)

Please note that any offer of employment will be made subject to references and confirmation of the right to work in the UK and satisfactory enhanced DBS check.