Working as part of the Survive and Thrive Bradford partnership, the postholder will be located at Sir Henry Mitchell House as part of the multi-agency high risk team. The role is to act as a first response IDVA to attend domestic abuse incidents jointly with the police to reduce the number of repeat cases to MARAC and to ensure timely interventions with victims of domestic abuse and sexual violence. The postholder will carry out risk and needs assessments, safety planning and support planning, ensuring the victim has all the relevant information to access services and keep themselves safe from further harm. The role reports to the Community IDVA Team Leader.

Prime objectives of post:

1. To work in partnership with the Police visiting victims of domestic abuse in their homes following reports of incidents
2. To work with victims/survivors to provide immediate safety and support
3. To support a pathway into service for continuation of support

General Duties

1. To be familiar with the aims and objectives of the organisation and the wider consortium partnership arrangements
2. To remain up to date on all legal and practice issues relating to the role
3. To adhere to the Code of Conduct at all times
4. To maintain statistical data and information in order to contribute to the monitoring and evaluation of services.
5. To ensure that the service complies with the legal framework that protects the safety of vulnerable adults and children, adhering to the Local Safeguarding Adult & Children's Board policies and procedures and the practical implications of this are understood.

Range of Duties

1. To attend joint visits with the Police to clients as a secondary response to domestic abuse in order to assess the immediate risk and needs of the client and to lead on the visit offering support for clients and information about the services that Staying Put offer.
2. To support the transition to safe secure emergency accommodation where required or to provide a target hardening service to enable clients to remain safely in their own property.
3. To develop a robust safety plan with clients, ensuring that they are aware of the protection offered to them under civil law.
4. To offer information and contact telephone numbers of any relevant agencies, particularly in relation to mental health support and the First Response Team.
5. To ensure clients are aware of possible actions under criminal law as a result of reporting of a crime, encouraging the supporting of prosecution, whilst respecting the client's wishes at all times.
6. To initiate a case file for any individual seen and complete to closure or allocation stage as appropriate or to update the OASIS case management system for any client seen who is currently active in service.
7. To ensure all Target Hardening work is supported by the appropriate paperwork, OASIS records are fully updated and monitoring systems completed.
8. To contact service users referred to MARAC/ Duty when not on home visits

9. To complete any follow up tasks as required on return to office-based work e.g. calling clients unsure about engagement, completing any safeguarding or crisis tasks left over from the shift, communicating with colleagues re any tasks undertaken on their behalf or work relating to an open case, updating all spreadsheets as required.
10. To work as part of the DRAM team, during periods of staff absence due to long term sickness or annual leave.

The duties of this post may vary from time to time, without altering its overall nature.

This information is designed to help employees understand and appreciate their role within the organisation and across the partnership contract offer. The following points should be noted

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore have been used which assume that all the usually associated routines are included.
2. Employees should not refuse to undertake any work, which is not specified on this form.

Personnel Specification (Essential unless stated)	
Skills and experience	▪ Must have at least one-year experience of working in a service that supports people affected by domestic abuse and or sexual violence ▪ Must have demonstrable evidence of partnership working and have the skills and ability to build and maintain positive relationships with partners ▪ Must have the ability to deal with changing priorities and unique situations and respond effectively to these seeking to resolve issues promptly ▪ Experience and understanding of safeguarding processes ▪ Working knowledge of DRAM and MARAC processes (desirable) ▪ Up to date knowledge of housing, criminal, civil and welfare rights legislation relating to domestic abuse and sexual violence (desirable) ▪ Evidence of the ability to communicate clearly and concisely both verbally and in written form, including the ability to listen actively and match communication to the needs of the recipient ▪ Confident communicating with people who are in distress ▪ Must show an ability to articulate views and advocate in a persuasive way
Organisational abilities	▪ To have a clear understanding of best practice in relation to providing support to service users going through the criminal justice and civil system (desirable) ▪ Ability to work in and a commitment to, non-judgemental client led service delivery ▪ Possess IT skills, including use of Databases, Word, Outlook and Excel ▪ Ability to operate within a quality assurance framework, ensuring objectives and targets are met on time.
Personal Attributes	▪ Must be a strong team player who possesses tact, diplomacy and negotiation skills. ▪ Must be resilient under pressure, and able to prioritise workload effectively. ▪ Able to reflect on practice and produce practical and creative solutions to issues and problems ▪ Must be empathic and non-judgmental in your approach ▪ Demonstrate a commitment to the principles of equal opportunity and diversity ensuring inclusivity across all aspects of service delivery ▪ High level of self-motivation and ability to think creatively with a 'can-do' attitude that can inspire others **Other** Must have a current driving license with access to a vehicle for work purposes Undergo a DBS check with a successful outcome
Education / qualifications	The SafeLives IDVA qualification
Our values are - Inclusivity, Integrity, Passionate and Drive	

Terms and Conditions of Employment			
Job Title	**DA Car IDVA**		
Salary	£30,900 per annum		
Hours of Work	37.5 hours per week, Monday to Friday		
Annual Leave	30 Days (pro rata for part-time employees.) The annual leave year runs from 1st April to 31st March.		
Birthday Leave	Day off for your birthday in addition to annual leave		
Bank Holidays	8 Statutory Bank Holidays (pro rata for part time employees.)		
Pension	Staying Put offers an employer contribution of 3% to the company's stakeholder pension scheme with auto enrolment after 12 weeks, via Pension Salary Exchange. Employees contribute 5% after enrolment.		
Wellbeing	Staying Put regards the health and well-being of their staff as pivotal to creating a healthy workforce. Therefore, Staying Put provides an Employee Assistance Programme (EAP) to all staff and a healthcare plan with GP access and discounted gym memberships for all staff confirmed in post.		
Employee Benefits	An employee discount scheme and financial wellbeing benefit, with access to financial coaches, are in place for all employees.		
Death-in-service Benefit	2x annual salary		
Probationary Period & Contract	The post holder will need to satisfactorily complete a 4-month probationary period		
Expenses & Car Usage	Expenses are reimbursed in line with the expenses policy. 55p per mile is paid to staff that use their own vehicles for journeys they have to take in the performance of their duties.		
Sickness	**Years of service** Up to probationary period Post Probationary period	**Full pay** SSP Only 2 months	**Half pay** SSP only 2 months