



## Job Description and Person Specification – Female HIDVA

Reporting to:	Adult Community Services Lead
Location:	St Peter's Hospital, Chertsey
Salary:	£26,000 pa
Special Conditions:	Flexible shift pattern which will be allocated within the hours of 8am to 6pm Monday to Friday. The post holder will be expected to sign an honorary contract with the relevant hospital trust in addition to a contract of employment with the domestic abuse service provider.
Working Hours:	37.5 hours per week plus flexibility required to attend occasional meetings/undertake duties outside of core hours. Job share options available.

A full driving licence and use of a reliable car for work purposes is essential.

*Please note that this job description is not a definitive list of tasks but is designed to give an overview of the role. All employees are expected to undertake reasonable additional duties as required and to understand that job descriptions develop and change over time. The post holder will be expected to use their initiative in order to help Your Sanctuary realise our vision of a world free from domestic abuse.*

**Purpose:** The Surrey Domestic Abuse Partnership (SDAP) are working in collaboration with Surrey County Council (SCC) and Surrey's A&E Hospital settings to run a two-year Hospital based Independent Domestic Violence Advisor (IDVA) pilot. The IDVA will play a critical part in supporting survivors with the aim of reducing further harm to them (and their children) whilst they are in hospital and on discharge. They will work in collaboration with Domestic Abuse (DA) support provisions (Including outreach and refuge) in the community to ensure continuity of support. The IDVA post will be expected to provide high quality support to all survivors of DA who make a disclosure whilst in the care of the hospital. This work should be undertaken as part of a multi-agency framework that includes MARAC and local partnership responses to DA.

The IDVA role is expected to provide on-going training to acute staff across the hospital, support DA survivors (including hospital staff and patients) and contribute to the evaluation of the two-year pilot. This service will be available to all DA survivors regardless of age, ethnicity, gender, sexual identity, type of abuse, relationship to perpetrator and level of need. The post involves working in a fast-paced and sometimes highly pressured acute hospital environment and will require the post holder to have strong resilience both emotionally and practically.

### **The Surrey Domestic Abuse Partnership (SDAP) Partner Ethos**

- Working with survivors and children on a needs led, strengths based, trauma informed basis;
- Believing in survivors and children and putting them at the centre of all the work;
- Being non-judgemental;
- Placing the responsibility for the abuse with the perpetrator;
- Working with survivors to empower and inform them;
- Providing services that are free of charge, impartial, independent and confidential;
- Working with survivors and children to meet their needs, increase safety and freedom; and
- Working in a multiagency environment to meet the needs of the survivors and children.

## **1. Job description**

### **1.1 Main Responsibilities:**

- Provide training and support to Trust staff; facilitating safe and consistent care, support and advice is given in the event of a disclosure of DA. Upskilling staff to manage and identify immediate risks will be a key area of work, in addition to delivering on-going training and awareness raising sessions for key staff on the role of the IDVA.
- Assess the risks and needs of DA survivors (and their children) who have presented to A&E or who are receiving care from the hospital and have disclosed DA. This must be delivered through an evidence-based risk identification checklist such as the Domestic Abuse, Stalking and Honour Based Violence Risk Identification, Assessment and Management Model (DASH)
- Provide crisis led immediate support for those at highest risk of further harm or through pro-active interventions for those at medium or standard risk which will include individual safety planning and personal support.
- Encouraging health professionals to ask patients about their experience of abuse and respond, record, safety check and refer
- Maintain accurate and confidential records and databases to contribute to the monitoring information for the service. Ability to produce written reports as requested, including a quarterly report of referrals from staff participating in the project and the take up of these referrals advocacy including outputs and patient outcomes.

- Providing individual needs-led information, support and advocacy (including signposting) for patients and hospital staff who disclosed their past or current experiences of DVA
- Working in partnership with all Surrey Hospital Based Independent Domestic Violence advisors (IDVA) or Experienced Domestic Abuse Workers to ensure consistency of service, best practice sharing and mutual support.
- Develop and maintain a good relationship with all acute hospital staff/teams and work effectively as part of a multiagency/disciplinary the team. This includes:
  - provision of systematic support to multi-disciplinary teams of participating acute hospitals, including meeting with individuals and small groups of clinical and administrative staff
  - Working closely with hospital champions and safeguarding leads in each acute hospital
  - Attending relevant meetings
  - Provide regular training to staff in the identification and management of suspected DA and disclosures of DA
- Support and contribute to the development and completion of performance reports and other statistical information to demonstrate the take up and value of the service. Feedback on the use of the monitoring framework linked to the project and provide patient feedback and case updates /outcomes.
- Provide support to survivors (both patients and staff) experiencing DA referred by acute hospital staff from participating acute hospitals, including patients and staff who self-refer in the hospital setting
- Provide direct casework support, advice, information and advocacy to survivors experiencing DA through telephone contact, and/or meetings at the relevant hospital setting
- Manage a caseload for a time limited period whilst the client is in hospital and/ or accessing hospital services ensuring each client receives the appropriate support relevant to their needs and keeps their safety as central to response. This may include specialist support and advice to enable survivors to make decisions, access their rights and be supported through any criminal/civil actions. To also ensure that this caseload is regularly reviewed, actions recorded and undertaken and cases transferred or closed.
- Assess the effectiveness of services from the user perspective; together with the response clients receive from other agencies with whom they have contact.
- Remain up to date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice. The post holder will need to undertake mandatory training as directed by the host Trust.

## **2. Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics**

### **2.1 Essential**

- Experience and confidence with developing and delivering training programmes to multi-agency professionals

- Hold a SafeLives IDVA training certificate, or a relevant degree, or demonstrable equivalent experience, or a vocational qualification or be prepared to undertake the IDVA qualification
- Able to work with all DA survivors regardless of age, ethnicity, gender, sexual identity, type of abuse, relationship to perpetrator and level of need. Demonstrable experience of and commitment to working within an anti-discriminatory framework with the ability to listen and communicate effectively in a non-judgmental manner.
- In depth knowledge and understanding of the issues facing survivors who have experienced domestic violence and abuse with specific knowledge of the effects on health
- Have strong crisis management skills and the ability to deal with stressful and difficult situations.
- Knowledge of options for and rights of survivors experiencing domestic violence and abuse and proven ability to use in casework. The post holder must have the ability to offer support to clients in order to empower them to reach informed decisions.
- Proven ability of building and maintaining partnership relationships with other agencies
- To understand the importance of identifying and responding to the risks associated with those experiencing domestic abuse.
- Excellent verbal and written communications skills including report writing and presentation
- Good computer and administrative skills especially relating to: monitoring systems, collating information, presenting statistical data, drafting concise reports and producing evidence-based recommendations
- Ability to establish and maintain appropriate boundaries when working with survivors who are experiencing crisis
- Proven ability to work on own initiative, but equally committed to working effectively as part of a small team. Experience of managing time effectively and dealing with changing and competing demands
- Able to maintain requirements regarding patient confidentiality and information governance at all times.
- To be able to manage the stress that emanates from dealing with people whose circumstances may be harrowing and asking for support when necessary.
- To attend training courses (including mandatory training as directed by the host Trust) and to work flexible hours on occasions.
- An understanding of child protection issues and adult safeguarding legal responsibilities.

## 2.2 Desirable

- Previous experience or understanding of working in or with health services would be an advantage

- Knowledge of the legal framework of the mental capacity act and how this may impact on the work within the hospital
- Some knowledge of welfare rights, housing law or family law.
- Some knowledge of domestic abuse, policies or research.
- To have previously held a position of responsibility.

## **Values**

To be successful you must be able to embody and live the values at the core of all Your Sanctuary work:

***Passionate (about the work) – Compassionate – Accountable - Inspirational to others - Inclusive – Innovative***

All Managers must demonstrate the YS leadership SAFE competencies: **Supportive, Approachable, Fair and Experienced.**

All members of staff must demonstrate the YS team values: **a ‘can do’ attitude, take responsibility, commitment to our core aims, supportive, respectful and professional.**

*It is important that the post holder has the required personal attributes and holds values and ethics in line with those held by YS. As a result, applicants may still be considered for the post if they have alternative experience, qualifications, skills and knowledge which do not directly match with the above requirements.*

*All post holders will be required to have a DBS check at the appropriate level (generally Enhanced with Barred lists where legally required). Applicants will also need to satisfy the interview panel that they have an objective distance from any personal experience of abuse.*