

Job Description

Post:	Domestic Abuse Practitioner (DAP) BME Outreach Service
Scale:	NJC SCP 25 £22,658 FTE
Responsible to:	Outreach Manager
Accountable to:	CEO
Hours of Work	You may be required to work occasional early evening and weekend work to meet the needs of service users (Fixed Term)

Job Purpose

To provide high quality support for Women and Men who live in Rotherham and are currently or have, experienced domestic abuse; in order to reduce risk, improve safety and enable them to make decisions regarding their future.

Main Duties

- ! To provide information, support and other appropriate services for service users living in Rotherham; either within their own homes, community or at Rotherham Rise Centre's as appropriate.
- ! To deliver specialist Domestic Abuse support to the highest quality, using reflection to improve practice.
- ! Providing focussed support for service users with Multiple Complex needs.
- ! To complete risk assessments, safety planning and develop outcome focussed support plans with service users who are or have experienced domestic abuse.
- ! To work in an empowering way to develop service users self-confidence, self-esteem, communication and awareness of the different types of domestic abuse and its impact on women, men and their children
- ! To work in a multi-agency way to protect women and families from abuse and promote safeguarding of children, young people and adults.

Key Responsibilities

1	Support Work
1.1	Process referrals to the service following procedures, including liaising with relevant agencies, women and men themselves
1.2	Assess need, liaise with the service user and plan a relevant coordinated package of support. Using evidence based interventions, spoken language to assist, support recovery and independence.
1.3	Complete risk assessments and safety plans as required, in order to identify and manage risks and improve safety of women, men children and staff.
1.4	Adopt a key worker role to provide advice and support to individual service users, following an individual support plan. This support may include for example: <ul style="list-style-type: none"> ! Liaising with a variety of organisations and agencies ! Support to access / develop skills to attend appointments to local health centres, solicitors, housing agencies etc. ! Referrals and support re parenting if required

	<ul style="list-style-type: none"> ! Increasing awareness and understanding of the dynamics of domestic abuse and its impact ! Developing positive Coping Strategies/Skills ! Improving Confidence and Self Esteem ! Communication and Relationships ! Budgeting ! Tenancy /housing responsibilities /rights ! IT Safety and Know How ! Education and Employment options ! Social and Leisure Activities/ Improving Fitness and Healthy Living ! Moving On
1.5	Develop and sustain relationships with other professional agencies to ensure the co-ordination of responses to meet the needs of clients and children.
1.6	Deliver and Support, training/presentations/awareness sessions/ group work/events
1.7	Ensure that safeguarding and child protection is incorporated through your working practice in order to ensure a coordinated, strengths based response to the needs of families.
1.8	Participate in the MARAC process – referring to, attending meetings, follow-up on actions agreed in MARAC, liaising with service user.
1.9	Where necessary complete and take the lead role in Early Help Assessments, multi-agency safeguarding/child protection meetings in order to ensure a coordinated response to the needs of families.
1.10	Support the recruitment of volunteers and students. Supervising volunteers and students to ensure that they work and develop in line with Rotherham Rise values, philosophy, policies and procedures.
1.11	Support the induction of paid members of staff.
1.12	Where there is temporary staff absence or a service need in the organisation provide support and cover.
2	Women's Centre/Properties
2.1	As part of the team ensure the maintenance of the security of the property.
2.2	As part of the team ensure the maintenance of the buildings and upkeep of furnishings.
2.3	As part of the team support the development and promotion of the centre and the work of Rotherham Rise
2.4	Assist with the ordering of supplies and maintaining a stock of resources and equipment that are stored and used safely.
3	Administration
3.1	Maintain accurate and timely records of actions and discussions using internal database and systems.
3.2	Ensure data is accurate and updated promptly to enable regular monitoring and evaluation to take place
3.3	Complete case studies, record and gather information that demonstrates service users distance travelled.
3.4	Ensure data is completed accurately, inputted on the database

	Contribute to the ongoing evaluation of the Service.
3.5	Maintain clear and adequate records of work done and in progress to ensure that they are accessible as appropriate.
3.6	Contribute to the development of in-house information and publicity materials, paperwork and processes that reflect diverse language needs.
3.7	Contribute to the preparation of monthly returns, reports, quality accreditations for the management group, funders and stakeholders.
4	Policies
4.1	Implement the policies and procedures of Rotherham Rise.
4.2	Maintaining confidentiality throughout on all issues.
4.3	Comply with internal and external regulations, procedures and other requirements in relation to the organisation, its services and facilities.
4.4	Contribute to the review and development of appropriate policies and procedures and the development of best practice.
5	Personal and Professional Development
5.1	Complete induction and undertake other relevant training and professional development. Including obtaining relevant accreditation for the post.
5.2	Attend and participate in regular team meetings, case management, supervision and appraisals.
5.3	Develop reflective practice, knowledge of evidence based interventions, models and theories while applying them to own practice.
5.4	Develop, maintain and lead on a specialism within role this may include Housing/ Benefits, Mental Health, Court/legal processes, BME. It is expected that you will use this specialism to enable the outreach team support service users effectively.
5.5	Develop and maintain a working knowledge of the law and practice relating to domestic abuse, welfare benefits, housing, safeguarding and other relevant areas.
5.6	Share responsibility for own professional development in line with the requirements of the role with the Outreach Manager, using internal development opportunities, external training or support as required.
5.7	Maintain regular contact with external agencies and stakeholders to improve their understanding of the dynamics of domestic abuse and to support development of appropriate responses to women and children experiencing domestic abuse (this could include making presentations and running training sessions).
6	Other
6.1	Actively support Rotherham Rise to: ! Develop the charity's sustainability ! Promote the rights of women, men and children living in/or escaping abuse ! Develop networks ! Develop and maintain the charities profile
6.2	Provide day-to-day support to students, designated workers and volunteers
6.3	To undertake duties as required by the manager / Management Group commensurate with the grade of the post.
6.4	To implement the refuge's philosophy of working in a non-directive and empowering way.
6.5	Utilise anti-discriminatory practice and promote equal opportunities and diversity.

6.6	Assist the Outreach Manager to promote the participation of service user's development of the outreach service.
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DAP- Person Specification

Personal Skills and Characteristics	Essential	Desirable	Short listing Criteria	
1. Knowledge, Experience and Education / Training				
1.1	At least 2 years' experience (paid or unpaid) of working directly with vulnerable adults.	AF / I		Yes
1.2	Awareness of equal opportunities and an ability to address discrimination.	AF / I		Yes
1.3	An understanding of and experience in providing appropriate support to people who have experienced domestic abuse, including marginalized groups, e.g. disabled women, asylum seekers and refugees.	AF / I		Yes
1.4	Understanding of the need to work in ways that empower service users.	AF / I		Yes
1.5	An awareness of the range of services and agencies available that can support women, men, children and young people; and their referral routes.	I		

1.6	Understand the importance of being able to maintain confidentiality.	I		
1.7	An understanding of and experience in providing services and support that promote the safeguarding of children, young people and vulnerable adults.	AF/I		Yes
1.8	An understanding of evidence based interventions to support recovery.	AF/I		Yes
1.9	A relevant Level 3 qualification e.g. CAADA, Youth Work, Social Work, Women's Aid Certificate, Health & Social Care	AF		Yes
1.10	Qualifications in facilitating groups or specific programmes e.g. Freedom Programme, Recovery Toolkit	AF		
2. Skills and Abilities				
2.1	Ability to work independently and as part of a team.	AF/I		Yes
2.2	Ability to liaise with other agencies and work in a multi-agency team	I		

2.3	Self-motivation and ability to work on own initiative.	I		
2.4	Ability to work under pressure and manage time effectively.	I		
2.5	Ability to develop and maintain professional relationships with service users, paid and unpaid staff and professionals from other organisations.	I		
2.6	Ability to manage and resolve conflict.	I		
2.7	Ability to maintain effective and appropriate record and use IT systems	I		
2.8	Ability to communicate verbally and in writing clearly, effectively and professionally.	AF/I		Yes
2.9	Experience of providing group work or training programmes	AF/I		Yes
2.10	Ability to speak in addition to English at least one of the following : South Asian Language, Slovak, Czech, Polish or other Rotherham Community East	AF/I		Yes

	European languages			
Additional Criteria				
3.1	Emergency First Aid Certificate.		AF	
3.2	Basic Counselling Skills.		AF	
3.3	Hold a clean driving licence and have access to a vehicle.	A/F		Yes
KEY:				
! AF – Application Form		! I – Interview		! Reference
! CQ – Certificate or Qualification		! OT – Occupational Test		! DBS – Disclosure and Barring Check

- This specification has been prepared in accordance with the requirements of the organisation’s Equal Opportunities and Employment Policy(ies).
- Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post.
- We will undertake to make any *reasonable adjustments* to a job or workplace to counteract any disadvantages a disabled person may have.
- Disable applicants who meet the essential short listing criteria will be guaranteed an interview.
- In the event of a large number of applicants meeting he essential criteria, desirable criteria or occupational testing may be used as a further short listing tool.