

JOB DESCRIPTION

JOB TITLE

Assistant Independent Personal Advisor (IPA)

WORK BASE

Cardiff

PAY

Salary: £17,000.00 per annum

RESPONSIBLE TO

Head of Regional Service South Wales

CONTRACTED HOURS OF WORK

35 hours per Week

HOLIDAY ENTITLEMENT

28 days plus Bank Holidays

CONDITIONS OF EMPLOYMENT

Additional hours may be required for which time off in lieu is approved

TERM OF CONTRACT

Fixed Term Contract up to 31st March 2019, subject to funding.

JOB SUMMARY

Triwriaeth delivers a trauma-informed and specialist, independent and domestic and sexual violence/abuse and wider VAWDASV service to women and children through a range of delivery mechanisms including: specialist risk and needs assessments, individually tailored support packages and group work.

To support the IPA team to provide a high-quality frontline service to victims of domestic and sexual abuse and wider VAWDSV issues. Delivering a range of early intervention and prevention work, intensive support, accommodation based support and group work.

1.0 MAIN DUTIES AND RESPONSIBILITIES

- Support the IPA team with identifying and assessing the risks and needs of service users using the Triwriaeth specialist intervention toolkit.
- Prioritise cases and provide support in line with individuals' safety, support and recovery planning.
- Support the IPA team with a caseload of diverse risk and need to ensure all women and children's support needs are met.
- Advocate for all service users with agencies who can help to address the domestic abuse by:
 - Understanding the role of all relevant statutory and non-statutory services available to domestic abuse victims and how your role fits into them.
 - Support the IPA team with providing advocacy, emotional and practical support and information in relation to legal options, housing, health, finance and recovery.
 - Working with all key agency partners, via the MASH IPA to address the safety of service users.
- Support the empowerment of the client and assist them regain control of their lives.
- Understand multi-agency partnership structures and work within a multi agency setting which will include participation at the MARAC, if required as and when.
- In accordance with the organisation's case management policy: Be proactive with your Supervisor in carrying out regular case reviews based on a review of risk and need which:
 - Feeds back into action planning to further progress, signpost or close cases and;
 - Provides feedback to your clients/agencies.
- Help maintain accurate and confidential case management records and databases and contribute to monitoring information for the service.
- Organise and co-ordinate activities, social outings for women and children.
- To keep receipts and maintain financial records, in consultation with the Finance Department.
- To assist in the purchase and collection of furniture, equipment, materials and supplies when requested.
- Comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work.

- Support colleagues and partner agencies in order to provide the best possible service for service users.
- Respect and value the diversity of the community in which the services works in, and recognise the needs and concerns of a diverse range of clients ensuring the service is accessible to all.
- Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice.

2.0 GENERAL RESPONSIBILITIES

All Workers have a responsibility to work with colleagues in maintaining service delivery.

- Support the IPA team with completing relevant forms with service users.
- Accompany service users to appointments and meetings.
- Provide administrative support to the IPA team.
- Participate in the case management/supervision system.
- To represent Bawso and to promote its ethos; to work in a positive way and to feedback fully to the organisation.
- Contribute to monitoring and reports.
- To maintain confidentiality in all matters relating to the organisation.
- To participate in the on-call rota and attend emergency situations, which may include evening and weekend work.
- Undertake training to update skills in line with the organisation's Training and Development Policy.
- To maintain anti-oppressive and anti-discriminatory work practices.
- Abide by the organisations confidentiality policy.
- To ensure that personal behaviour and that of staff in area of responsibility demonstrates integrity, openness, honesty, is anti-oppressive, non-judgemental, and supports diversity.
- To develop skills in all other areas of relevance to Bawso's operation in order to allow for sharing and inter-changing of staff roles. Agree and provide reasonable cover for the team during periods of absence.
- To perform other relevant minor or non recurring duties that may be needed from time to time.
- To work at all times as part of a team and to liaise closely with the Manager in carrying out the above duties.
- To ensure at all times that the projects service standards are properly monitored and adhered to.
- To ensure at all times that all areas of the projects work are positively promoted

It is the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way and tasks which are not specifically covered in their job description may have to be undertaken.

3.0 OUT OF HOURS RESPONSIBILITIES NOT LIMITED TO:

- Responding to police call outs within the hour.
- Contacting all referrals in a timely manner.
- Attending the Intake and Assessment facility when a new resident access accommodation.
- Completing an assessment of risk and need with all referrals.

4.0 WORKING PATTERNS

- The post-holder is expected to work flexibly between 9am-7pm Monday-Sunday.
- The on-call service is delivered 24hrs a day and is staffed by IPA's on a rota basis. Additional generous financial increments are paid to those participating in the on-call service.

5.0 MEETINGS, NETWORKING & LIAISON:

- Inform and educate the community, voluntary and statutory sectors of the rights and needs of BME women and their children suffering or at risk of domestic abuse.
- Develop and maintain links with BME communities, organisations and service providers in order to meet the needs of women and children.
- To attend meetings with other staff as required.
- To attend regular supervision sessions with Supervisor /Line Manager.
- To attend when required Board Meetings or sub-committee meetings.

6.0 CLAUSES AND POLICIES:

Responsible for adhering to equal opportunities policy, confidentiality clause, flexibility clause and other Bawso policies and procedures as stated on company policies and staff handbook. This post is exempt from the rehabilitation of offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1975.

N.B: Please note that this post is subject to enhanced DBS check for a successful candidate as you will be in contact with high risk/vulnerable victims.

The above is provided for guidance and is not an exhaustive list of all accountabilities that the post holder may have over time. This job description will maybe review annually and may need to be revised according to the priorities of current workload with the agreement of the Board and the CEO.