

TURNING LIVES AROUND (TLA) AND TOUCHSTONE

JOB DESCRIPTION

BEACON HOUSING DOMESTIC ABUSE LEAD PRACTITIONER

Salary:	£31,852.13 per annum
Hours:	37 hours per week
Responsible to:	Beacon Service Manager
Location:	Variable office base
Contract:	2 years fixed term
Employing Body:	Board of TLA/Touchstone

This post is fixed term for 2 years – with the possibility of an extension.

The post includes funding to undertake and complete the Level 3 Certificate in Tackling and Preventing Domestic Abuse

BACKGROUND

The Domestic Abuse Lead Practitioners will work within a dynamic, fast paced housing support service to ensure the voice of survivors informs every stage of the process. Specialising in working with clients for whom housing, and risk of tenancy breakdown and unplanned outcomes, are a factor.

They will work within the Beacon Housing Service to make proactive contact and provide high quality advocacy and support, based upon a client-led needs and risk assessment. They will advise victim survivors on criminal justice and civil remedies and related matters and coordinate the provision of multi-agency support.

Part of the role will be to establish positive, proactive, and innovative working relationships with a range of services and organisations across the Beacon partnership. The post holder will co-support a caseload of victim survivors and will also be required to deliver training across the Beacon partnership, as well as facilitating programs for clients who are currently the subject of domestic violence and abuse (DVA) and those with a history of DVA.

PURPOSE OF THE JOB

The Domestic Abuse Lead Practitioner will have strong communication skills and experience of partnership working, as the role will involve the initiating, developing, and maintaining of effective multi-agency relationships, attending MARAC and case conferences, and adhering to statutory protocols and procedures.

The post holder will have an excellent understanding of DVA and its effects on victim survivors and their children, as well as best practice within the DVA and housing sectors.

Experience of direct work with survivors of domestic violence, of supporting clients with housing needs, and of working within safeguarding procedures is essential for this post, as is the need to adopt and promote a strong partnership approach to service provision.

Main Duties and Responsibilities:

- To form and maintain relationships with local specialist DVA services; to enable successful referrals of individuals for continuing support, advice, and assistance.
- To work alongside Housing Support Workers (as well as lone working where appropriate) to conduct assessments of needs and risk for clients experiencing DVA. Carrying out short- and longer-term risk management, safety planning, and support; identifying and referring to services appropriate to their needs, including attendance at MARAC as required.
- To develop and deliver safety plans that include delivery of high-quality face-to-face or telephone crisis intervention, information, advocacy and support in respect to criminal and civil remedies, housing, health, welfare rights, children's legislation, and other appropriate interventions.
- Advise clients of their rights and options for seeking help and support from other agencies; making referrals and co-ordinating the provision of multi-agency support where necessary.
- To proactively advocate for clients ensuring barriers to accessing support and protection are minimised.
- Proactively assess the needs and safety of clients at risk giving due regard to adult at risk policies and procedures.
- Participate in multi-agency conferences in respect of children and adults at risk as required, providing reports and undertaking actions as necessary.
- To support the Service Manager to ensure that all monitoring and evaluation for the project is accurate and kept up to date.
- To create reports for the service outlining and highlighting themes, issues and successes.
- To ensure that agreed case recording and monitoring systems are kept up to date and secure, and write internal and external reports where required, including for safeguarding conferences, team meetings, managers and others.
- To participate in multi-agency working and focus groups and ensuring all actions are completed and followed up accordingly.
- To work in partnership with all colleagues across the Beacon partnership and TLA/Touchstone to provide organisational advocacy and advice in order to maximise positive outcomes, using appropriate reporting mechanisms to highlight persistent or recurring issues that arise.

Contribute to the delivery of DVA training across the Beacon partnership:

- Facilitate reflective practice sessions around DVA and contribute to the overall implementation of this mechanism across TLA/Touchstone and the wider Beacon partnership.

- To provide sessions for clients on healthy relationships and well-being, as well as utilising established survivor-led programs.
- To undertake external training which is relevant to this post as provided by Beacon e.g. Certificate in DVA Level 3 OCNLR or equivalent.

General duties:

- To undertake out-of-hours work as required by the service. To participate in the on-call support rota as required (optional)
- To be inducted, supervised, performance managed and appraised in line with the organisation's performance management policies and procedures.
- To be responsible for personal learning and development where appropriate and undertake training, both mandatory and optional, to increase knowledge, skills and awareness.
- To be aware of and implement the general practices of Touchstone/TLA's Health and Safety policies and keep the team manager informed about any serious and untoward incidents, safeguarding issues, health & safety concerns, financial issues, staff welfare.
- To operate within the aims, policies and practices of Touchstone/TLA at all times and to be committed to and promote the organisation's equal opportunities and anti-discriminatory policies.
- To ensure information is dealt with in accordance with Touchstone/TLA policies around confidentiality, communications, internet, email and telecommunications and steps are taken to ensure that confidential information is secure e.g. service user data.
- To undertake any other duties as directed by your line manager, in line with the responsibilities of this post.

Amendments: This description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.

TLA/TOUCHSTONE

PERSON SPECIFICATION – SELECTION CRITERIA: DOMESTIC ABUSE LEAD PRACTITIONER

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
SKILLS	<ul style="list-style-type: none"> • Assessment skills including risk assessment and safety planning • Case management skills. • Ability to provide emotional and practical support to colleagues and service users. • To work in a trauma responsive manner, using communication and rapport building skills • Excellent risk assessment skills. • Excellent interpersonal skills. • Excellent written and communication skills. • Prioritise own workload, including agreeing and meeting targets/priorities. • Ability to use common IT packages e.g. databases, spreadsheets, Microsoft Word and Outlook. • Ability to recognise and acknowledge good practice • Ability to recognise and address poor practice • Ability to assess performance of others and offer advice • Ability to focus on long term objectives • Ability to study and undertake Level 3 training required as part of this role • Ability to deliver training to colleagues 	<ul style="list-style-type: none"> • Language skills • Driving Licence 	<ul style="list-style-type: none"> • Application • Interview • Test
EXPERIENCE	<ul style="list-style-type: none"> • Supporting individuals who have experienced DVA, forced marriage or 'honour-based violence'. • Risk and needs assessments, safety and support planning, particularly with clients facing multiple disadvantage. • Partnership working and maintaining excellent working relationships with a range of stakeholders. 	<ul style="list-style-type: none"> • Working with pregnant women who have experienced DVA and liaising with health professionals • Experience of working with Black and other Ethnic 	<ul style="list-style-type: none"> • Application • Interview • Test

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
	<ul style="list-style-type: none"> • Working with housing agencies or in a supported accommodation setting. • Managing other people and/or projects • Working with people experiencing mental health difficulties and challenging behaviour. • Working as part of a multi-disciplinary team, and group of peers • Experience of working with adults and children in relation to all aspects of DVA • Experience of working one to one, or community based with client group. • Liaising and developing links with other agencies • Maintaining accurate records 	<p>Minority people and/ or disadvantaged communities.</p>	
KNOWLEDGE/ UNDERSTANDING	<ul style="list-style-type: none"> • An understanding of and an empathy with the needs and experiences of women, children and men who have experienced domestic violence. • A good understanding of the dynamics of domestic violence (physical, emotional and sexual violence, so-called 'honour-based violence', forced marriage, stalking and harassment) and its impact on the victim survivors, their children, families and communities. • Thorough knowledge of safeguarding practice, procedures and legislation. • Knowledge and understanding of accommodation options across Leeds, especially those for clients who are experiencing DVA and are facing multiple disadvantage. • Knowledge of mental health issues and its effects on individuals' functioning. • Working with statutory and voluntary sector agencies. • Discrimination and its impact on individual wellbeing. • Knowledge of mental health services, particularly primary care mental health services 	<ul style="list-style-type: none"> • Mental Health Legislation • An understanding of trauma and the role it plays in clients who are facing multiple disadvantage, especially in relation to DVA • Knowledge of perpetrator work and programmes 	<ul style="list-style-type: none"> • Application • Interview • Test

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
ATTITUDES AND DISPOSITION	<ul style="list-style-type: none"> • Commitment to Touchstone/TLA aims and values • Commitment to respecting diversity, anti-discriminatory/anti-oppressive practices and equal opportunities • Commitment to personal development, learning and reflective practice. • Good crisis management skills and the ability to work effectively under pressure and to meet deadlines. • Commitment to the principles of coproduction and supporting others to deliver according to these principles. Able to build and maintain relationships whilst maintaining appropriate professional boundaries • Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload • Demonstrate the ability to undertake work with high degree of accuracy and strong attention to detail • Demonstrate sensitivity to the needs of disadvantaged groups in the planning and delivery of services and interventions • Commitment to Personal Responsibility Framework and promoting this with other people. • Resilient and calm under pressure • A commitment to working in partnership with service users, peers and volunteers. • Willingness to be managed and supervised. • Willingness to work flexibly according to needs of the service. • Ability to maintain confidences (within the policy of the organisation). 		
QUALIFICATIONS	<ul style="list-style-type: none"> • Ability and willingness to undertake Level 3 DVA training course as part of this role. 		<ul style="list-style-type: none"> • Application • Interview
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • Be able to recognise discrimination in its many forms and be willing to put into practice Touchstone/TLA Equality Policies. 		<ul style="list-style-type: none"> • Application • Interview • Test

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
	<ul style="list-style-type: none">• Be sensitive to the needs of disadvantaged groups in the planning and delivery of services.• A commitment to provide high quality services to the diverse communities of Leeds.		