

## JOB DESCRIPTION

### Job purpose

The purpose of this post is to provide a high-quality service to women with experience of domestic abuse who are assessed as being at highest risk. Working within the multi-agency risk assessment conference framework providing short to medium term crisis intervention (for 12 weeks after referral), with the main aim being to work with women and partner agencies to reduce risks faced by women and their children.

### Reporting to

Team Senior

### Key activities

1. To manage a caseload of clients providing information, advocacy and support in relation to recent experiences (within the last 3 months) of domestic abuse to those assessed as being at high risk from an abusive partner/ex-partner.
2. Provide a support service to women with experience of domestic abuse who are referred to the MARAC process. This will involve:
  - Contacting women referred to MARAC , offering crisis intervention in the short to medium term, explaining the MARAC process and sensitively gathering information about the women's views
  - Carrying our risk assessments to support women to identify and take action to address any concerns she may have for her own and her children's safety and wellbeing, helping to identify actions that could be taken by her and by services to help reduce risk
  - Acting as key worker assisting women through relevant individual support issues using a person centred approach to support her empowerment this will involve providing advocacy, emotional and practical support and information to victims in relation to legal options, housing, health and finance as well as helping her access support from other agencies.
  - Working directly with key partner agencies to address the safety of high risk victims and ensuring that their safety plans are coordinated particularly through the MARAC and that feedback is provided to women and to the MARAC coordinator
3. Attend Fife MARAC meetings, providing input on the risks women feel they face and advocating for actions which will reduce risk as required ensuring the victim/survivor's views are heard. Provide feedback to women after the MARAC meeting.

4. Liaise with, develop and sustain good working relationships with agencies across Fife who have a remit to provide services to those experiencing domestic abuse. Take part in appropriate multi-agency working groups.
5. Maintain accurate manual and computer based client records (in accordance with data protection).
6. Provide statistical information, prepare and present verbal /written reports and contribute to effective monitoring and evaluation of MARAC as required, including reporting on identified gaps between and within services and carrying out systemic advocacy as required.
7. Promote the work of FWA in the local and wider community, helping to raise awareness of domestic abuse. Support the promotion of FWA's public and media profile, attending appropriate meetings and events on behalf of FWA as required. Take part in preventative, educational and multi-agency work. Work collaboratively with other agencies and take part in local/ national multi-agency training and partnership work. Assist in the development and maintenance of service user information.
8. Work within and comply with organisational policies, procedures legislation and regulatory and funding bodies. Keep up to date with changes in legislation and working practices and ensure national care standards and SSSC requirements are met at all times. Participate in development, monitoring and evaluation of the service as required. Perform administrative tasks in a timely way to ensure smooth running of the service. Provide quantitative and qualitative information on support and related issues regularly and written reports, as required.
9. Support your manager and colleagues in achieving team and FWA objectives, regularly attending team/ other relevant meetings. Work collaboratively, assisting colleagues as appropriate. Take a proactive role in promoting equality and anti-discriminatory practice throughout all aspects of the work.
10. Work within FWA organisational financial policies and guidelines. Assist with FWA fundraising as required.
11. Perform other duties as reasonably required by the FWA management team and show commitment to ongoing personal development.

## PERSON SPECIFICATION

Qualifications, training and relevant experience	Essential	Desirable
Proven track record in providing advocacy or support services to survivors of abuse (minimum of 2 years)	E	
Relevant/appropriate qualification (e.g. Counselling, Women's Studies, Support Skills, relevant SVQ or equivalent ,etc)		D
Experience in working with a range of multi-agency partners	E	

Competencies	Essential	Desirable
Understanding of the impact and prevalence of domestic abuse on women, children and young people	E	
Understanding of current legislation and best practice in relation to domestic abuse		D
Ability to build good trusting relationship with people who have experienced abuse	E	
Experience of providing support, crisis intervention and safety planning with vulnerable client groups.	E	
Understanding of court systems and processes of protection for children and vulnerable adults		D
Excellent written and verbal communication skills	E	
Competent organisational & IT skills; ability to maintain manual and electronic records.	E	
Ability to prioritise, meet deadlines and work well both as an individual and within a team	E	

Personal qualities	Essential	Desirable
Articulate and effective communicator	E	
Self-motivated, enthusiastic and co-operative	E	
Sensitive and empathic	E	

<b>Special requirements</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to equal opportunities and anti-discriminatory practice	E	
Able to work flexibly and to do occasional evening and weekend work	E	
Ability to travel within and out with Fife - full driving licence and access to own transport with business user motor insurance or otherwise able to travel, to collect and transport service users	E	
Membership of PVG Scheme required	E	

### **Organisational culture**

Fife Women's Aid is committed to providing a high standard of service to its service users and other stakeholders. The postholder must practice from a trauma informed approach as well as subscribe to the feminist analysis of domestic abuse, and share a commitment to achieving the aims and objectives of Fife Women's Aid.

**These posts are open to women only (Equality Act 2010 Work Occupational Requirement Exception, Schedule 9 Paragraph 1). Fife Women's Aid welcomes applications from women from all sectors of the community**