

JOB DESCRIPTION

Position Title:	IRIS Advocate/Educator
Full time:	37 hours per week
Salary:	Scale 6 Pt 18 - £29,269 per annum
Line Manager:	Support Service Manager

A. AIMS OF THE POSITION:

To provide training to General Practices, on-going support for health professionals and support and advocacy for patients

- supporting and providing on-going training for health professionals in general practice on understanding and responding to domestic violence and abuse (DVA)
- encouraging health professionals to ask women about their experience of abuse and respond, record, safety check and refer
- building and maintaining an effective relationship with general practice teams
- providing individual needs-led information, support and advocacy (including sign-posting) for women who disclosed their past or current experiences of DVA and onward referrals for men affected by DVA

B. SPECIFIC AREAS OF RESPONSIBILITY:

The IRIS Advocate/Educator has responsibility to:

1. Practice-based work

- Deliver training to health care professionals about DVA in participating general practices
- Promote awareness of the experiences and needs of women living with or escaping DVA, particularly in relation to their health
- Develop a good relationship with all general practice staff and work effectively as part of the practice team. This includes:
 - provision of systematic support to the primary care teams of participating general practices, including meeting with individuals and small groups of clinical and administrative staff
 - Working closely with practice champions in each practice ○ Attending relevant meetings
- Further develop effective assessment and monitoring procedures and ensure that clear accurate records are kept and maintained
- Review number of advocate referrals made by clinicians in participating general practices

**The post holder must be female.
Act (1979) applies.**



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- Feedback on the use of the electronic template linked to the project (HARK) and provide patient feedback and case updates /outcomes

2. Advocacy and support service

- Provide support to women experiencing DVA referred by primary health care clinicians from participating practices
- Provide support to women experiencing DVA who self-refer from participating practices
- Provide direct casework support, advice, information and advocacy to women experiencing DVA through telephone contact, and/or meetings at the relevant practice
- Work with women experiencing DVA to increase their personal safety (and that of any children) and inform them of their rights and options in terms of housing, legal and welfare rights
- To develop good working relationships and liaise with outside agencies when needed. This will include referral to colleagues within the specialist agency, to other specialist DVA services or other external agencies when appropriate
- Keep accurate records of all work done with or on behalf of clients and produce written reports as requested, including a monthly report of referrals from clinicians participating in the IRIS programme and the take up of these referrals advocacy including outputs and patient outcomes
- To contribute to monitoring and evaluation of the project

C. GENERAL:

- It will be necessary for an enhanced Disclosure to be made to the Criminal Records Bureau for details of any previous criminal convictions.
- A commitment to follow the policies, procedures and philosophical principles of Coventry Haven Women's Aid and be committed to the empowerment, support and equality which underpin all of the work undertaken by Coventry Haven Women's Aid

Please note this job description is intended to outline the main duties of the post and may change as the post and organisation develops.

D. KNOWLEDGE, SKILLS AND ABILITIES

It is essential that the post holder has the following:

- In depth knowledge and understanding of the issues facing women who have experienced DVA, with specific knowledge of the effects on health
- Specialist knowledge and/or experience of working with women and children experiencing DVA and ability to communicate sensitively with women who may be distressed

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- Knowledge of a range of options for and rights of women experiencing DVA and proven appliances of these concepts
- Experience of providing and reviewing training and ability to provide on-going training to health professionals
- Experience of building and maintaining partnerships
- Ability to liaise with external organisations
- Ability to work under pressure and to plan and prioritise own workload
- Ability to communicate effectively with a range of professionals
- Ability to establish and maintain appropriate boundaries when working with women who are experiencing crisis
- Ability to maintain effective office systems
- Ability to manage time effectively and prioritise competing tasks
- Knowledge of relevant legislation relating to DVA
- Knowledge of service evaluation and audit
- Knowledge of training in the DVA/violence against women sector
- An understanding of the needs of minority women experiencing DVA
- Excellent verbal and written communications skills including report writing and presentation
- In depth knowledge of training strategies and methods
- Understanding of and commitment to equal opportunities

E. ATTITUDE AND PRESENTATION

- Commitment to a feminist ethos
- Commitment to anti-discriminatory practice
- Able to critically assess own performance and reflect on own practice
- Reliable and trustworthy
- Efficient and punctual
- Consistent and flexible – able to deal with changing and competing demands
- Ability to think creatively and show initiative
- Non-judgemental and non-directive approach to empowering women along with the ability to understand the individual needs of women

**PERSON SPECIFICATION
IRIS Advocate/Educator**

Experience & Skills	
1	Experience of working within the Violence Against Women / similar field
2	In depth knowledge and understanding of the issues facing women who have experienced domestic violence and abuse with specific knowledge of the effects on health
3	Knowledge of options for and rights of women experiencing domestic violence and abuse and proven ability to use in casework
4	Demonstrable experience of and commitment to working within an anti-discriminatory framework
5	Experience of working building and maintaining partnerships with other agencies
6	Experience of working with clients with a variety of support needs
7	Experience of needs and risk assessment and support of women experiencing domestic violence and abuse
8	Experience of delivering training to professionals
9	Excellent verbal and written communications skills including report writing and presentation
10	Proficient in Word-processing, spreadsheets and databases, preferably in a Windows environment
Attitude, personal attributes and abilities	
11	Ability to establish and maintain appropriate boundaries when working with women who are experiencing crisis
12	Ability to main administrative and monitoring systems
13	Commitment to working with a feminist ethos
14	Able to manage time effectively and deal with changing and competing demands
Education, qualifications & training	
15	Degree level education or similar/relevant professional qualifications
16	Formal / informal training in a range of gender violence issues
Other	
17	Able to work at weekends and in evenings when required
18	We would particularly welcome applications from women who have additional language skills
19	Current driving licence and access to a car for work

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