



Job Description

Job Title:	Domestic Abuse Advisor (DAA)
Post Number:	DP4198
Division/Department/Section:	Crime and Criminal Justice/Bournemouth
Line Manager (Name/Title & Post Number)	Domestic Abuse Advisor Supervisor

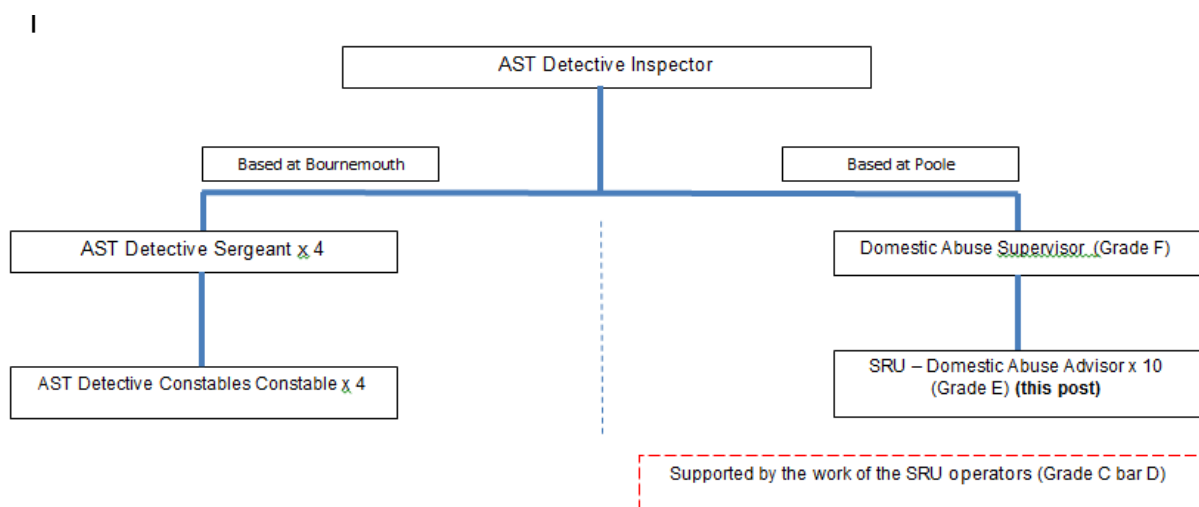
1. PURPOSE

The Domestic Abuse Advisers will form part of the Maple Project and will provide a pro-active service to victims of domestic abuse to enable them to manage their safety, keeping them and their children as safe as possible.

The work of the DAA is distinct in that it assesses the risk a client is in and delivers a service appropriate to the level of risk, offering a premium service to those at high risk. As well as identifying risks and taking immediate action to safeguard children, vulnerable adults and victims of domestic abuse. DAAs work within a multi-agency framework to enable all agencies via the MARAC process to contribute towards keeping victims safe.

DAAs work with survivors and refer victims to other agencies to enable access to services. DAAs provide support throughout the criminal justice process, including support at the specialist domestic violence court. To Liaise with specialist DA Police Investigators to determine the level of police involvement within the investigation and keep the victim up to date.

2. POSITION IN THE ORGANISATION



People who work directly for this post

Not applicable

3. MAIN RESPONSIBILITIES

(INPUT)	(OUTPUT)
The DAA will work with victims of Domestic abuse at the initial point of crisis to reduce risk, reduce the escalation of risk and safeguard the victim and their family. The DAA will act as the lead professional advocating on behalf of the victim.	To ensure homicide prevention, the reduction of risk and repeat victimisation.
Risk assess and deliver service in keeping with the level of risk identified. Developing safety plans to meet individual risks the service user faces and advocate for them.	To ensure safeguarding is undertaken with identified domestic abuse victims, ensuring safety plans are in place and that victims, children and affected vulnerable adults remain central to the process.
Manage a caseload of referrals and keep records up to date. Caseloads will consist of high risk victims where there are pending court proceedings. The DAA will review cases including decisions taken. Oversight will be provided by the DA Supervisor.	To ensure victims are fully supported through DA/MARAC/Court processes. Reduce repeat victimisation
To conduct face to face visits to domestic abuse victims in order to carry out immediate safeguarding (e.g. child protection and vulnerable adult alerts) and put appropriate safety measures and plans in place. Contact with victims should be made once an incident or crime has been recorded. The DAA will maintain contact with the victim to identify ongoing levels of risk. The DAA will update victims in respect of MARAC meetings.	To provide safety planning and details of agencies available to assist with a view to reducing repeat incidents and risk. To ensure appropriate referrals of high risk cases are completed promoting multi-agency work to reduce the risk. Maintain customer confidence
Undertake safety planning with clients to secure practical safety measures are requested e.g. target hardening, sanctuary room installation and referral to refuge as appropriate. The DAA will be responsible for the coordination of the TecSOS emergency phones for their clients.	To provide victims with appropriate safety planning and advice to help them to devise their own safeguarding strategies and support networks To provide additional safety measures and ensure computer records are updated so both Control Room and attending Officers are aware of the risks at the time of activation.
The DAA will provide specialist advice to victims such as child protection, honour based abuse, forced marriage, housing, civil and criminal legal options etc. to victims.	To ensure appropriate safeguarding is undertaken.

Participate in the MARAC framework: refer victims to MARAC, attend and advocate on behalf of the victim, participate in meetings and follow-up on actions agreed at the MARAC.	To ensure safeguarding is undertaken with identified domestic abuse victims, ensuring safety plans are in place and that victims, children and affected vulnerable adults remain central to the process.
Participate proactively in the specialist domestic violence court and provide support through the criminal justice system referring to Victim Support or the Witness Care Service as appropriate.	To provide support and advocacy to victims throughout the court process
Update victims with prison release notifications and ensure all safeguarding measures are in place prior to release.	To ensure victims are fully updated and ensure all reasonable steps are taken to safeguard the victim.
Where appropriate keep victims and repeat victims fully informed of the decision to review their case at MARAC. The DAA will be responsible for explaining the MARAC process and updating the victim with relevant actions.	Maintaining customer confidence and being able to feed back any response to the appropriate department or agency.
Provide a central point of contact for Police Officers and Police staff and all outside agencies working in the field of domestic abuse such as Solicitors, Social Services, Health, Outreach services, Housing etc. for guidance and advice and to maintain such contact with those outside agencies Ensure information is shared with partner agencies	To provide safeguarding and safety advice to officers to assist in the appropriate investigation of incidents and maintain accurate records. To provide confidential advice as required to all officers. To assist in the multi-agency approach with a view of reducing further incidents.
The DAA will be responsible for keeping comprehensive case load notes and data information to inform service delivery. Collate areas of service gap and service inadequacy to feed back to the DAA Supervisor.	To ensure service outcomes are being achieved. To ensure that investigation of criminal acts is enforced as appropriate to prevent repeat victimisation
This list of duties is not restrictive or exhaustive and the post-holder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.	Completion of duties to meet the needs of the police service.
4. CONTACTS	
1.	Police Officers and staff forcewide and nationally
2.	Victims of domestic abuse
3.	Social Services Managers

4.	Leads of other partner agencies (Health, Education, Housing, Probation)
5.	Representatives of other agencies (ISVA's, Outreach, Refuges)
5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION	
<p>The Police Staff Standards of Professional Behaviour and Force Values together with the National Code of Ethics are a set of non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.</p> <p>Flexibility to work during the evenings and on Management Aids Day or other restricted times may be required.</p>	
6. HEALTH MONITORING	
Pre-employment and six monthly Health Monitoring.	
7. HEALTH & SAFETY REQUIREMENT	
<p>VDU Assessment</p> <p>Your line manager has the responsibility to refer to the risk assessments appropriate to your role to identify any additional health and safety training required e.g. manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc.</p>	
8. VETTING	
Standard vetting.	
9. TERMS OF APPOINTMENT	
<p>The commencing salary will be within salary scale E: £23,817 rising by increments to a maximum of £27,774 pro rata</p> <p>The position will be working 18.5 hours a week. A flexitime system is in operation within the Department but is subject to operational requirements.</p>	
10. PERSON SPECIFICATION	
<u>Essential Criteria</u>	
Criteria to be measured	Competencies Required
Criteria A	Good knowledge of the statutory and voluntary services at a local and national level relating to domestic abuse and the impact it has on victims and their families

Criteria B	Current understanding of the legislation relating to domestic abuse including child protection and safeguarding duties.
Criteria C	Good communication, organisational and interpersonal skills including the ability to demonstrate tact, diplomacy, confidentiality.
Criteria D	The ability to use initiative and have good decision making skills, without the need for close supervision.
Criteria E	Ability to prioritise workload and work under pressure to meet deadlines and adopt a methodical, detailed and accurate working approach.
Criteria F	Possession of a full driving licence.
Criteria G	Ability to work as a member of a team, to interact with outside agencies and with Police Officers regarding all issues relating to the post.
<u>Desirable Criteria</u>	
Criteria to be measured	Competencies Required
Criteria L	Access to a vehicle.
Criteria M	Experience of safeguarding children / vulnerable adults.
Criteria	Good IT skills in particular Word and Excel.
Criteria J	CAADA (Safe Lives) trained