



Job Description & Person Specification

Job Title	DA/ISVA Practitioner: Female and male adults with learning disabilities and autistic people
Location	London / online
Hours	35 hours fixed term contract until March 2025
Accountable to	Senior ISVA
Responsible for	This post has no direct reports
Job Band/Salary	£28,000
Last updated	July 2024

Job Purpose

In partnership with other London domestic abuse support services, to provide pro-active emotional, practical and advocacy support for autistic adults and adults with learning disabilities, with complex or multiple needs who have experienced any form of domestic abuse. The role will focus on emotional support to move forward after traumatic and harmful experiences, to find other ways to enhance their resilience and wellbeing - working across London to provide non-judgmental, trauma-informed emotional and practical support.

1/ Duties and Key Responsibilities

1.1 Service Delivery

- Develop a support plan and risk assessment in partnership with the client, to address their individual needs.
- Support clients to access services that they require including therapeutic support, sexual health, housing, legal, mental health and other services.
- Ensure that the safety of clients and children is paramount by working within local safeguarding policies, procedures and protocols at all times.
- Provide impartial and accurate information on reporting to the police and/or civil justice remedies.
- Support clients through the process of identifying unhealthy relationships, informing them of their rights and options when experiencing domestic abuse.
- Offering practical support, to accompany them to and represent them at meetings, ensuring their voice, needs and opinions are heard.
- To offer specialist and professional outreach support covering all areas of London.
- Work alongside the ISVA manager and Senior ISVA to devise a programme of wellbeing activities designed to promote resilience, independence and recovery after harmful experiences.

1.2 Case Management and Monitoring

- Maintain accurate and confidential records of all work undertaken in keeping with the standards of the role and organisational policies and procedures.
- Attend and make effective use of line management and clinical supervision.
- Complete monitoring and evaluation information for all clients in line with funding expectations and organisational policies and procedures.
- Ensure that the client understands the limits of the service and signpost/refer to services for ongoing support if required.
- Provide statistical information when required.

1.3 Partnership Working

- Develop and maintain good working relationships with key partners and outside agencies.
- Deliver awareness raising and/or workshops/training to external agencies as required.
- Engage with specialist agencies to share learning and best practice.
- Work in partnership with other services across Respond.

2/ Organisational Responsibilities (applicable to all staff)

General Responsibilities

- Access and work within Respond's policies and procedures.
- Ensure all work is undertaken in accordance with child and adult safeguarding guidelines and policies.
- Attend internal cycle of team meetings relevant to this role.
- Engage with line management, supervision (where appropriate) and appraisal process.
- Comply with data protection regulations, ensuring that information on clients, employees, volunteers and other stakeholders remains confidential.
- Take responsibility for personal learning and development with support from line manager.
- Work in a manner that facilitates equal opportunities and inclusion for all.
- Remain professional and respectful at all times, promoting positive relations with all those we encounter in our work.
- Maintain health and safety and risk awareness for self and others across the organisation.
- Undertake any other duties that Respond may require within the remit of this role.
- Provide a safe, non-judgemental space for clients by communicating through phone, text, email and face-to-face meetings.

This job description does not form part of the contract of employment. It is intended as a guide to the general scope of duties and is not definitive or restrictive. It is expected that some duties will change over time and this description will be subject to review with the postholder at their annual appraisal.

Person Specification

Job Title	Domestic abuse wellbeing practitioner
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Experience

- Direct work with clients who have experienced domestic abuse.
- Experience of working with autistic people and people with learning disabilities
- Risk assessment & management and safety planning.
- Experience of multi-agency partnership working.
- Managing a busy caseload, working under pressure and prioritising workload.

Skills & Abilities

- Able to form good working relationships and maintain professional boundaries with clients in crisis.
- Able to communicate sensitively with clients from a range of backgrounds and abilities who may be in distress.
- Ability to communicate and maintain relationships with a wide range of voluntary and statutory agencies.
- Written communication skills that produce clear project and case reports.
- Troubleshoot and problem solve difficult situations calmly, diplomatically and effectively.
- Manage time and workload effectively in order to meet competing priorities and deadlines.
- Flexible and adaptable approach to work.
- Work independently and as part of a team.
- Microsoft 365 including Word, Excel, Outlook and PowerPoint and ability to use internet and customer relationship management (CRM) software.

Knowledge

- Understanding of the impact of domestic violence on clients and society.
- Understanding of the barriers which people with learning disabilities and autistic people from diverse communities face in disclosing domestic abuse and accessing support.
- Working knowledge of policy, legislation and services relevant to clients of domestic abuse, including the criminal justice system.
- Working knowledge of safeguarding legislation and practice.

Education & Qualifications

- Accredited domestic violence training **or** a relevant degree/professional qualification plus willingness to undertake domestic violence training.
- Continuing professional development relevant to the post.

Other Requirements

- A commitment to delivering meaningful interventions and fostering innovation in working practice.
- Commitment to anti-discriminatory practice and equal opportunities and able to apply awareness of diversity issues to all areas of work.
- A flexible approach to your work, including limited evening and weekend work as required.
- Ability and willingness to travel within pan-London boroughs if required.

Legal Requirements

- Exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

- Enhanced DBS check.

Job Description Agreement	
Postholder Name: Postholder Signature:	Date:
Line Manager Name: Line Manager Signature:	Date: