

LEEDS DOMESTIC VIOLENCE SERVICE

JOB DESCRIPTION

DOMESTIC VIOLENCE AND ABUSE CO-ORDINATOR – EARLY HELP HUB

Background

The aim of the Early Help Hub Team is to support clusters and the wider partnership, to provide the most appropriate package of support for children and families in Leeds with a focus on getting it right the first time. The team will work collaboratively with partners to ensure seamless, co-ordinated and effective early help and support, adding value to existing provision.

The Hub will play a key part in improving and building multi-agency capacity and community responses. It will also have a key focus of supporting schools and clusters and a renewed focus on the three A's; attendance, attainment and aspiration. The aim is to further build resilience, confidence and expertise across the partnerships to support improved outcomes for children, young people and families.

The specialist in domestic violence and abuse will provide information, support and consultancy on case work, build expertise within the system and act as a link into existing provision. Supporting 'Think Family, Work Family' principles across agencies and the wider workforce and ensuring practitioners and families are supported to access the right services at the right time.

The hubs will operate in small multi-disciplinary teams in each area of Leeds, providing early advice and help, signposting and maximising local resources to improve outcomes for children and families.

1. Key Responsibilities

- 1.1 To effectively lead in the area of domestic violence and abuse with other specialists as part of the Hubs, to contribute towards ensuring that the service is delivered effectively in accordance with key performance targets, supported by Early Help Hub Leads and Leeds Domestic Violence Service.
- 1.2 To support the development of the Early Help Hub alongside other Domestic Violence and Abuse Co-ordinators and Managers and to ensure it meets the needs of the service, organisation and commissioners.

- 1.3 To work collaboratively with the all agencies including the third sector when dealing with domestic violence and abuse.
- 1.4 To share data and intelligence to help inform service priorities and improve outcomes.
- 1.5 You will be required to up-skill others across the partnership around their approach to domestic violence and abuse, including colleagues through sharing best practice, skills, knowledge and expertise across the partnership.
- 1.6 You will be required to ensure the workforce is aware of the stages of separation, risks and how best to support adults, children and families experiencing domestic abuse.
- 1.7 You will be required to provide telephone advice around immediate safety planning.
- 1.8 You may be required to work with families for a short period of time to ensure the correct support is in place, this may include; safety plans, risk assessments, signposting.....
- 1.9 You will be required to provide information and support to the workforce on cases where there are adult domestic violence and abuse issues.
- 1.10 You will be required to deliver support and guidance around Safe Lives Risk Assessment for both adults and young people and to be able to support colleagues to present a case to the Marac.
- 1.11 You will be required to be aware of legal and practical remedies available to people experiencing domestic violence and abuse.
- 1.12 You will be required to proactively raise awareness of how domestic violence and abuse can impact on parenting capacity to individuals and groups.
- 1.13 You will be required to deliver (currently online) workshops on topics such as safety planning, risk assessment, safeguarding and the 'marac' process.
- 1.14 You will be required to provide a surgery approach to supporting cases where there are adult domestic violence and abuse issues.
- 1.15 To be proactive in knowing what resources/support are available to support adult experiencing domestic violence and abuse and share this with others.
- 1.16 To act as a single point of contact for the Hub, giving appropriate information and support.

- 1.17 To champion the 'Think Family, Work Family' approach.
- 1.18 To be aware of and comply with, the relevant domestic violence and abuse services and work related legislation, policy and good practice.
- 1.19 To act as a link between the Hubs and domestic violence and abuse services to support integrated working and improved outcomes for families.
- 1.20 To act as a local champion on best practice and knowledge in relation to supporting families where there are domestic violence and abuse issues.
- 1.21 To work collaboratively as part of a multi-agency team to support shared priorities and improve outcomes for children, families and communities.
- 1.22 To work collaboratively with other partners to support joined up working and improve pathways regarding support for people experiencing domestic violence and abuse.
- 1.23 To establish respectful, sensitive, relationships with other professionals, helping to embed asset/strengths based approach.
- 1.24 To ensure that the monitoring and evaluation systems are appropriate and adhered to, including analysing information and compiling reports based on qualitative and quantitative monitoring and evaluation data.
- 1.25 To be pro-active in promoting equality, diversity and opportunity.

2. General

- 2.1 To attend organisation-wide meetings and events.
- 2.2 To work with the Early Help Hub and Leeds Domestic Violence Service to provide monitoring, information and reports.
- 2.3 To work in accordance with Behind Closed Doors financial procedures and systems.
- 2.4 To model good practice in personal responsibility, transparency and accountability, to community groups, services and external partners.
- 2.5 To be inducted, supervised, performance managed and appraised in line with the Early Help Hub and the employing organisation.
- 2.6 To be responsible for personal learning and development where appropriate and undertake learning and developments activities, both mandatory and optional, to increase knowledge, skills and awareness.

- 2.7 To ensure information is dealt with in accordance with LDVS and BCD's 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 be aware of and employ the general practices of LDVS Safeguarding and Health and Safety Policies and ensure these are adhered to at all times.
- 2.8 To implement LDVS and BCD's policies, procedures and practices and to comply with the aims of the organisations at all times; to be committed to and implement the organisational Equal Opportunities Policies and to promote this.
- 2.9 To undertake any other duties as directed by management in accordance with the responsibilities of this post.