

## **JOB DESCRIPTION: Men's Community Domestic Abuse Practitioner**

The following information is designed to help staff to understand and appreciate their role at Behind Closed Doors. However the following points should be noted:

- Whilst every endeavour has been made to outline the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore are included in the Job Description.
- Staff should not refuse to undertake work, which is not specified here, but should record any additional duties they are required to perform and bring them to the notice of their Line Manager.

### **Prime Objectives of the Post**

- Behind Closed Doors supports people in Leeds whose lives are affected by domestic abuse. We are a key partner in the Leeds Domestic Violence Service (LDVS) consortium, and we deliver a Prevention and Recovery service alongside this.
- The Men's Community Domestic Abuse Practitioner will provide crisis intervention, safety planning, information, and risk assessment through 1:1 practical and structured support with men who have experienced domestic abuse.
- The role will also provide ongoing recovery and emotional support through a combination of 1:1 and groupwork activities.
- The Men's Community Domestic Abuse Practitioner will be responsible for developing and delivering a men's victim-survivor voice and influence group for Leeds.

### **Accountability and Responsibility**

- The Men's Community DA Practitioner will be accountable to the Operations Manager in the first instance; the CEO and ultimately to the Board of Trustees. The Operations Manager will provide regular supervision sessions, though in her absence these sessions will be conducted by the CEO. Probation reviews and annual appraisal will be conducted by the Operations Manager.
- The Men's Community DA Practitioner will have responsibility for managing his own caseload, keeping accurate records and ensuring that all related administration tasks are completed and up to date. He will be expected to ensure that the work is carried out to a high standard, according to the organisation's policies and procedures and in keeping with the ethos of Behind Closed Doors.

### **Personal Responsibilities**

- To fully understand the aims, objectives and ethos of Behind Closed Doors and to reflect these in carrying out the work
- To respect, support and work within all the Organisation's policies and procedures and use the correct procedures for recommending changes to policy
- To maintain a high degree of professionalism

- To take responsibility for assets, materials, safe-keeping of keys, cash and equipment used in pursuance of duties
- To ensure availability of their own vehicle within working hours, maintained to essential roadworthy standards and to provide appropriate documentary evidence as required (e.g. Insurance Certificate, MOT Certificate)
- To take responsibility for completing time sheets, expense sheets, annual leave requests, sickness absence paperwork etc. in a timely manner in line with the requirements of BCD.
- To take responsibility for participating in regular structured supervision sessions with the Operations Manager to review caseload and how successfully targets are being met and to identify areas for professional and service development
- To participate in regular training and development activities as appropriate to the role and the evolving needs of the Organisation
- To work within budgetary constraints.

### Confidentiality

- The post holder is responsible for ensuring that the project promotes and maintains a strict code of confidentiality. He will have access to a variety of confidential information concerning service users and must ensure that confidentiality is maintained at all times.

### Range Of Responsibilities

- To establish and maintain support for men experiencing or who have experienced domestic abuse.
- To admit and assess all referrals in line with the Organisation's policies and procedures.
- To offer appropriate support, including safety planning, support through civil and criminal court action and welfare rights.
- To prepare and refer cases to MARAC/DRAM where appropriate.
- To complete support plan's, reviews and evaluations for all service users.
- To provide information and sources of help including emergency accommodation, legal options, welfare entitlement and housing.
- To communicate effectively with the LDVS Community and Prevention and Recovery Service Supervisors to ensure that seamless support is provided.
- To make appropriate referrals to other services when needed.
- To be aware of and liaise with a wide range of agencies both regionally and nationally e.g. Children's Social Care, Housing Providers, Solicitors, Police and Police Safeguarding Units and a variety of other voluntary and statutory sector agencies.
- To advocate on behalf of service users with other agencies.
- To provide mentor support to volunteers that may join the team.
- To support the development and growth of volunteers, value their commitment and maintain the Organisation's ethos.
- To keep records and statistical information in order to meet the data requirements of the Organisation, its funders and LDVS contract requirements.
- To regularly update the Organisation's Electronic Case Management Systems.

- To be involved in the planning, reviewing and evaluation of services offered by the Organisation.
- To attend meetings, provide reports etc. as required.
- To participate in regular supervision with the Operations Manager.
- To ensure that all policies and procedures of Behind Closed Doors are adhered to.
- To consider training needs and undertake training as required.

### Community Service Delivery

- To build and run a Men's Domestic Abuse Victim-Survivor voice and influence group
- To maintain an effective support service for men and children who have experienced domestic abuse with the aim of enabling the man to develop the skills and resources necessary to move on and maintain independence and self-reliance.
- To offer support, information and assistance, explore options with men and liaise closely with other agencies, providing accompaniment and advocacy for men where appropriate.
- To promote effective partnership working, taking a multi-agency approach to tackling the issue of domestic abuse.
- To keep thorough, confidential and up to date service user records on the electronic case management systems for the purpose of effective and efficient working, in accordance with Behind Closed Doors and LDVS requirements.
- To encourage the growth in the self-confidence of men using the service by linking them in with other specific services providing opportunities for participation in groups, classes, courses and counselling.
- To ensure all case work administration is accurate and up to date in accordance with Behind Closed Doors and LDVS requirements.
- To ensure that regular opportunities are given for service users to feedback on the service and for consultation and to ensure that this information is used to improve the service.
- To promote the growth of the service by relationship building and networking with other agencies that have the well-being, engagement and inclusion of men as part of their core values and ethos.