



JIGSAW HOMES GROUP LIMITED

BENEFITS AND JOB DETAILS

Position:	Medium risk Independent Domestic Violence Advocate (IDVA) Keyworker (Please quote reference JHG-300 on the application form)
Employer:	Jigsaw Homes Group
Location:	249 Cavendish Street, Ashton Under Lyne, OL6 7AT
Salary:	£22,720 per annum
Hours:	35 flexible hours per week between 7.00am & 7.00pm, Monday to Friday
Status:	Fixed Term for 12 months, subject to a probationary period
Holidays:	27 working days per annum (5 day working week) plus bank holidays, plus additional days after 2 years continuous service to a maximum of 5 days.
Pension:	The Group belongs to the Pension Trust Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Closing date for applications:	Friday 10 th December 2021
Provisional interview date:	To be Confirmed
Commencement date:	As soon as possible
Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a six month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	In addition, any offer is also subject to receipt of an Enhanced Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Further information about the disclosure can be found at www.homeoffice.gov.uk/dbs
Diversity:	Jigsaw believe diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.
Application to be returned to:	People Team Recruitment@jigsawhomes.org.uk

JOB DESCRIPTION

MEDIUM RISK INDEPENDENT DOMESTIC VIOLENCE ADVOCATE (IDVA) KEYWORKER

Department:	Jigsaw Support
Located at:	249 Cavendish Street, Ashton Under Lyne, OL6 7AT
Hour of work:	35 hours per week
Responsible to:	Operational Manager, Head of Service
Responsible for:	N/A
Overall aim of the role:	To provide a high quality, front line service to victims of domestic abuse assessed as being at medium level of risk. The role requires effective team working with immediate colleagues and effective relationship building and utilisation of a multi-agency framework. You will need to be able to provide advocacy, emotional and practical support along with information to clients including legal options, housing, finance and substance misuse interventions. You will need to be able to effectively manage a case load, ensuring each client receives the appropriate level of support relevant to the individuals needs.

MAIN TASKS OR ACTIVITIES

Key Accountabilities:

1. Identify and assess the risks and needs of domestic abuse victims using an evidence based risk identification checklist (DASH). Provide a pro-active short to medium term intervention service through individual safety planning and personal support.
2. To work with victims of domestic abuse to help clients access services to keep them and their children safe, whilst ensuring compliance with Children and Adult Safeguarding procedures. To work in partnership with families ensuring professional boundaries are maintained.
3. To work within a multi-agency setting, at any relevant multi-agency meetings maintaining an independent role on behalf of clients to ensure their safety is paramount.
4. To maintain accurate and confidential case management records and databases and contribute to monitoring information for the service. To comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to the work undertaken.
5. To influence and develop responses to improve service to victims of domestic abuse, ensuring the experiences of clients and other agencies inform this process. Participation in service development activity and responsibility for delivering training to both victims and professionals alike.
6. Respect the value and diversity of the community in which the services works in and recognise the needs and concerns of a diverse range of survivors ensuring the service is accessible to all. To remain up to date and compliant with all organisational policies and procedures and professional codes of conduct.
7. Follow all Group policies and procedures in accordance with the role and attend mandatory training when requested to ensure compliance with the Group policies and procedures.
8. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
9. Carry out any duty which may be, from time to time, requested by the Chief Executive, Deputy Chief Executive or Group Directors, commensurate with the position.

**PERSON SPECIFICATION
MEDIUM RISK INDEPENDENT DOMESTIC VIOLENCE ADVOCATE (IDVA) KEYWORKER**

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS		
5 GCSE's/GCE's Grade A-C, including English language (or equivalent)	E	Interview and Application
Safe lives IDVA accreditation or other recognised similar qualification	D	Interview and Application
SKILLS/EXPERIENCE		
An ability to work independently and autonomously, managing a caseload	E	Interview and Application
Experience of challenging individuals, both clients and professionals to achieve positive outcomes	E	Interview and Application
An ability to be able to communicate clearly and effectively in a range of forms and to be able to keep clear and concise records	E	Interview and Application
To be able to work in an empathic way, building trust and relations with clients and their families to achieve successful outcomes	E	Interview and Application
I.T literate and able to use required systems, including Microsoft outlook, excel, word, teams, PowerPoint and case management systems	E	Application
An ability to manage crisis situations, identify risk and develop effective support plans	E	Interview
An ability to work under pressure, prioritise and achieve deadlines within a constricted timeframe	E	Interview
COMPETENCIES		
Experience of working within a domestic abuse setting	E	Interview and Application
Experience of front facing support with clients/victims and their families	E	Interview and Application
Experience of attending multi-agency meetings	E	Interview and Application
Experience of delivering group support and interventions to a range of clients	D	Interview and Application
Experience of recognising and working within a safeguarding framework	E	Application
SPECIALIST KNOWLEDGE		
Possession of a recognised domestic abuse/safeguarding accredited qualification	D	Application
An understanding of the criminal and civil justice systems in England and Wales, including the associated court processes	E	Application
Have a knowledge of domestic abuse theory, legislation and policies	D	Application

Please note: Applicants must meet the above “Essential” criteria as a minimum. “Desirable” criteria will be used as a minimum to further shortlist applications received if necessary. We are willing to consider making reasonable adjustments for people who have a disability. If you have a disability, please refer to the guidance notes before you complete your application form. If you have any questions please do not hesitate to contact the HR team via email recruitment@jigsawhomes.org.uk

DISCLOSURE BARRING SERVICE INFORMATION
INDEPENDENT DOMESTIC VIOLENCE ADVOCATE (IDVA)

GENERAL DISCLOSURE INFORMATION:

The provisionally selected successful applicant for the post will be asked to apply for an Enhanced Disclosure from the Disclosure Barring Service.

A copy of the Disclosure Barring Service' Code of Practice, which Jigsaw Homes is committed to, is available on request.

As Jigsaw Homes meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

SHOULD YOU DECLARE A CRIMINAL RECORD? (PAGE 4 EMPLOYMENT APPLICATION FORM):

*The post for which you are applying involves access to vulnerable people and/or children. It is therefore exempt from the provision of the Rehabilitation of Offenders Act 1974. You are therefore NOT entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any convictions, conditional discharges, bound overs, or cautions, reprimands or final warnings, will not automatically disqualify you from employment but any failure to disclose such information could result in dismissal.

A criminal record will not necessarily be a bar to obtaining a position. This information will be used only to assess the applicant's suitability for employment, in so far as it is relevant, and Jigsaw Homes will consider persons with a criminal record on merit and ability and not discriminated against unfairly.

DISCLOSURE BARRING SERVICE POLICY STATEMENT

General principles:

As an organisation using the Disclosure Barring Service to help assess the suitability of applicants for positions of trust, Jigsaw Homes complies fully with their Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access:

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling:

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures of Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage:

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention:

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal:

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Acting as an Umbrella Body:

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to ensure that they can comply fully with the DBS Code of Practice. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with this policy. We will also ensure that anybody or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

Recruitment of ex-offenders:

As an organisation using the Disclosure Barring Service to assess applicants' suitability for positions of trust, jigsaw Homes complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Jigsaw Homes is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential, cover to a designated person within Adactus Housing and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Jigsaw Homes to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Jigsaw Homes who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Recruitment of ex-offenders - continued:

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the persona seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.
